



WissIntra® Prozessmanager
Maßnahmenmanager Auditmanager
Ideenmanager Servicemanager
Kennzahlenmanager Risikomanager
Standortverwaltung
k+k Mehrsprachigkeit HTML-Creator
Softwareentwicklung
information
services

WissIntra®NG

Audit Manager

Manual

Beratung Prozess- & Organisationsberatung
Integrierte Managementsysteme
Qualitätsmanagement Prozessmanagement
Wissensmanagement IT-Beratung
Redaktionssysteme
Dokumentenmanagementsysteme Schulung
Enterprise-Content-Management-Systeme
Katalogsysteme E-Mail- & Filemanagement
Projektmanagement Changemanagement

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Version

2015_10_14_V07

1 About this manual

Welcome!

This manual is designed to support you working with WissIntra®.

A number of instructions and tips are provided to facilitate your work and help you reach your objectives more quickly.

We are always at your service to answer questions and take up suggestions.

Your WissIntra® Team

WissIntra® Hotline:

(Monday to Friday from 09:00 - 12.00 to 13.00 - 17:00)

For WissIntra® customers - depending on your SLA license for maintenance outside of Germany.



Note:

Please contact your internal contact partner for WissIntra® to learn more about your license and its permissions.

Phone.: +49 711 578813 -13

For WissIntra® customers - depending on your SLA license for maintenance within Germany.



Note:

Please contact your internal contact partner for WissIntra® to learn more about your license and its permissions.

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(1,49 €/ min. from the German Telekom network, wireless prices can deviate)

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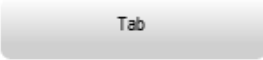
Gender-related conventions:

Since the practice to treat female and male persons through appropriate forms of speech equal, makes the reading of the texts very tedious, we use in all cases where the natural gender does not matter, male and female forms arbitrarily.

In the form used in each case both natural gender are subsumed, e.g. "auditor" includes women and men, "program manager" as well.

Typographic conventions:

We adhere to the following typographic conventions:

- Paths to modules, lists etc. are basically shown in *italics*. The individual components are separated by ▶ from each other.
-  Buttons are shown either neutrally or in the color of the corresponding module.
- Tabs are shown by this  or TAB NAME.
- Safety and warning signs are indicated by this:

NOTICE	
	Signal word • type and source of danger • escape • impact • rescue

- Useful suggestions are indicated by this:

	Note:
---	---------------------

- Tips are indicated by this:

	Tip:
---	--------------------

2 Important notes

Reading note

This manual contains important information and instructions and is an essential help for a safe and successful use of the software.

Keep this manual so that the user has access at any time.

Read the manual before getting started with WissIntra® NG Audit Manager. Keep the manual at hand in a tidy, complete and legible condition over the entire utilization phase. This documentation refers exclusively to the version described hereafter and is not subject to the modification service of k+k information services GmbH.

This manual focuses on a safe use of the software. For further details concerning the other modules of WissIntra® refer to the corresponding manual of each module.

Appropriate use

This manual is an essential help for the safe and proper use of the software.

The software is designed to determine, plan, execute, monitor and improve internal and external audits.

This documentation does not claim to be complete and exact in every detail.

For damages that occur in connection with this software by accidental misuse, insufficient knowledge of the documents or reasonably foreseeable misuse or other improper actions, k+k information services GmbH will not be liable.

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3 First steps

The WissIntra® NG Audit Manager is one of the modules of the WissIntra® Suite. It is also available as standalone solution.

Thus, it is not only useful for standard organizations, but also applicable in enterprises.

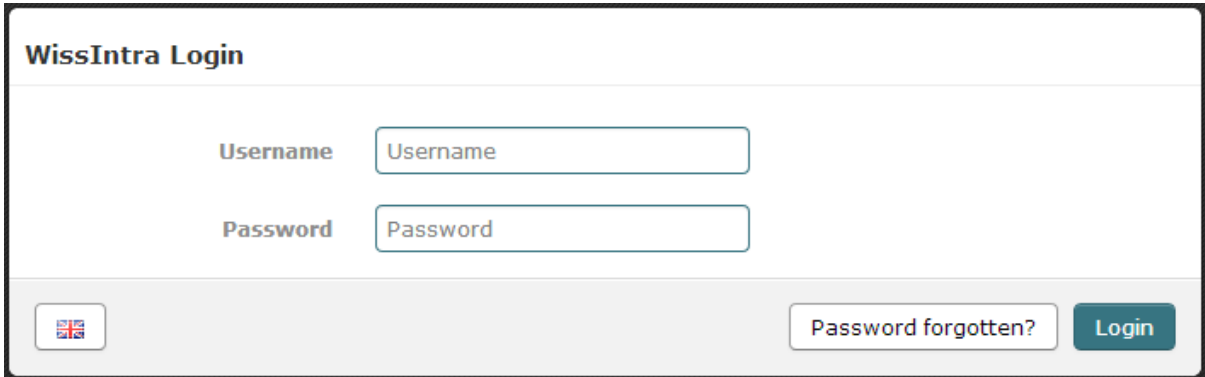
The manifold setting options of enable the users to customize this module according to their needs, branch and enterprise requirements.

HOW TO...

- Define [administrator settings](#) so that you can customize the software to your needs and requirements
- Create an [audit program](#)
- Create an [audit](#)
- Manage [guidelines](#) and standards
- Assign [critiera](#) from processes and guidelines
- Create an [audit report](#)
- Search and find the terms and definitions around the audit in the [glossary](#)

3.1 Registration

➤ When starting WissIntra® NG the following window opens:

The image shows the 'WissIntra Login' window. It has a title bar with the text 'WissIntra Login'. Below the title bar, there are two input fields: 'Username' and 'Password'. To the left of each field is a label with the same text. At the bottom left, there is a small square button with a flag icon. At the bottom right, there are two buttons: 'Password forgotten?' and 'Login'.

1. Enter your username and password.
2. Select the flag for the surface language.



Note:

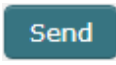
The flag symbol refers exclusively to the language of this log-in mask. As soon as you logged in and worked in WissIntra, the company language will be displayed as default language for the next log-in. If you like to change this, simply click on the  symbol in WissIntra.

3. If you have forgotten your password, click on the button

Password forgotten?

➤ Then the following dialogbox appears:

The image shows the 'WissIntra Login' dialogbox. It has a title bar with the text 'WissIntra Login'. Below the title bar, there is one input field labeled 'E-mail'. At the bottom left, there is a small square button with a flag icon. At the bottom right, there are two buttons: 'Cancel' and 'Send'.

4. Enter your e-mail address.
 5. Click on .
- The password will be sent to you if you were set as active user by the administrator.

**Note:**

This log-in mask appears only if you are WissIntra user with your own password and without a network registration. .

If you are a LDAP user, you are logged-in automatically by the system which compares your network registration and Windows user password in the background.

3.2 Operating logic

The modules follow a certain user logic which is applied in all modules of WissIntra® NG. This logic works as follows:

WissIntra® NG applies a unified, consistent operating concept. This offers inexperienced users a fast and safe usage of the software.

The concept is structured by three levels of navigation:

Main navigation:	Here, the user navigates on the highest level and toggles between modules.
Module navigation:	Here, the user navigates within a certain module and selects different views.
Mask navigation:	Here, the user navigates in the menu masks and works on processes (lowest level).

Main navigation via manager modules

By clicking on one of the following symbols, the module overview opens.

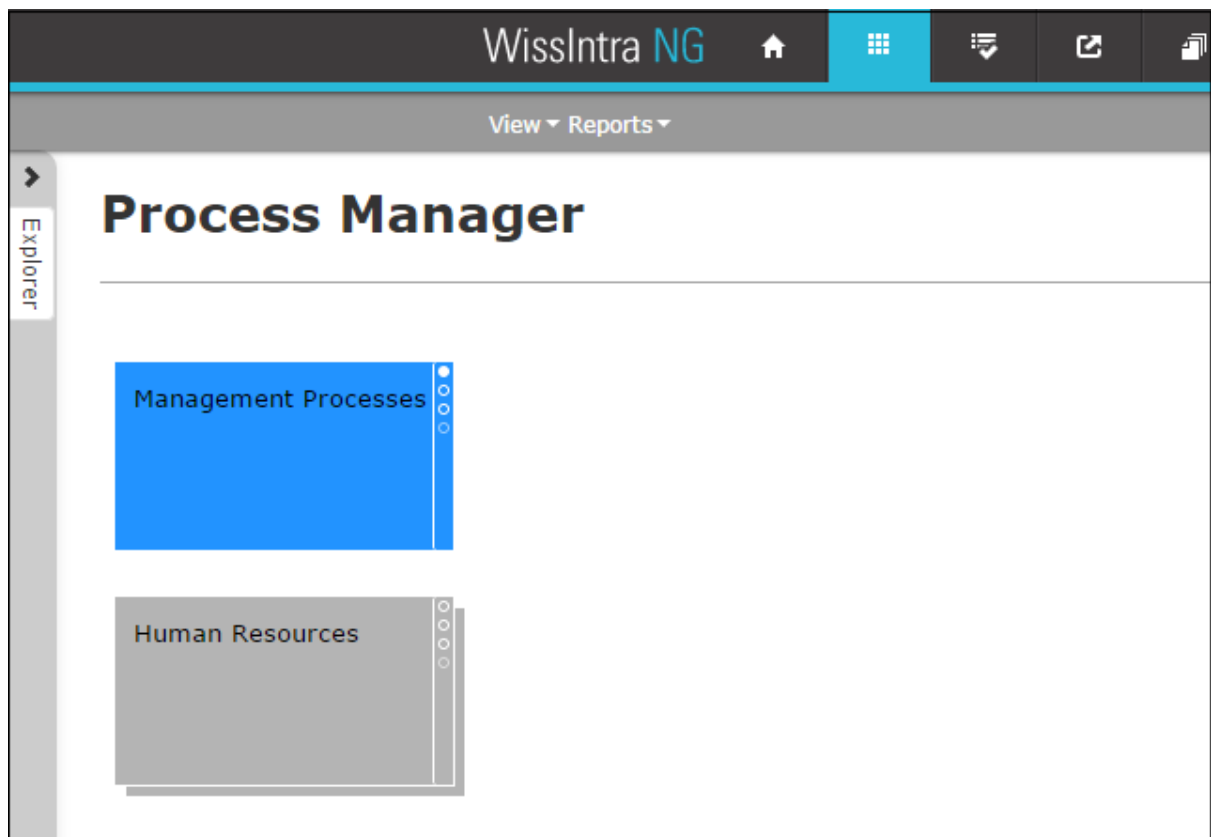


- Select by clicking the **module** and see the overview in form of a matrix (Process Manager) or table view (Audit, Action or Document Manager). It contains - depending on the module - either processes, audits, documents, actions or ideas.

There are different types of view: Matrix / Tables and Dialog Windows.

Matrix

In the Process Manager Module you can see the so-called process cards that can be created, deleted, copied and coupled.



Tables

Tables consist of a matrix which can be sorted or searched for by certain criteria, filtered according to the column title and sorted by clicking on the  symbol. You can also delete entries from the table.

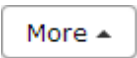
For e.g.

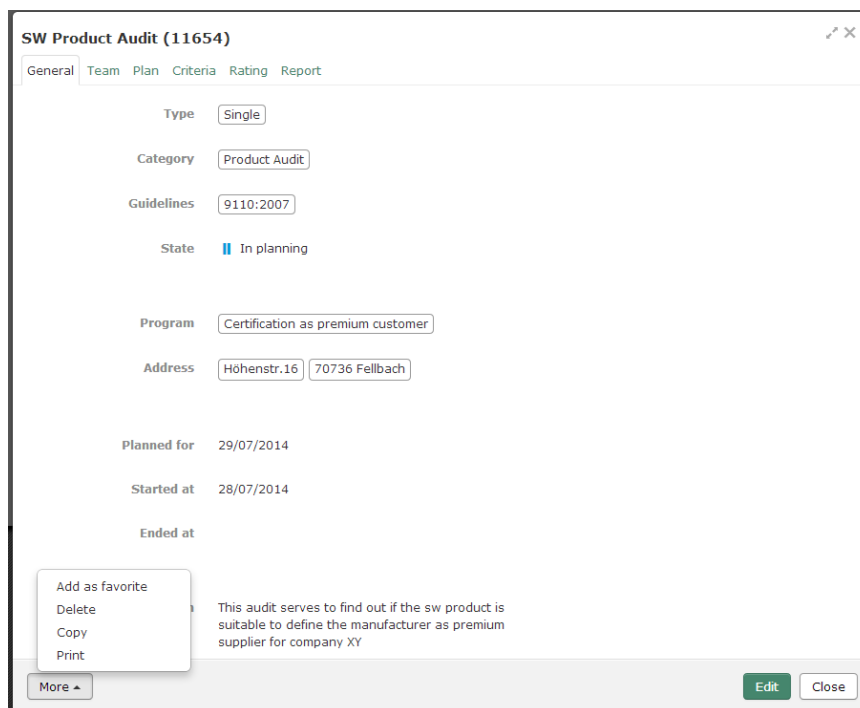
The screenshot shows a table with two columns: 'State' and 'Title'. A 'Filter' dropdown is open over the 'Title' column, showing a search input field with the placeholder text 'Filtern'. The table contains one visible row with a blue double bar icon in the 'State' column and the text 'SW Product Audit' in the 'Title' column.

State	Title
	SW Product Audit

Dialog windows

Dialog windows contain dialog fields where the user can enter different types of information. And you can navigate via tabs in them.

The button  offers additional functions.
For e.g.



SW Product Audit (11654)

General Team Plan Criteria Rating Report

Type: Single

Category: Product Audit

Guidelines: 9110:2007

State: In planning

Program: Certification as premium customer

Address: Höhenstr.16 70736 Fellbach

Planned for: 29/07/2014

Started at: 28/07/2014

Ended at:

Add as favorite
Delete
Copy
Print

This audit serves to find out if the sw product is suitable to define the manufacturer as premium supplier for company XY

More Edit Close

4 Settings

- The following chapters describe the settings for the [user](#) and [administrator](#).

4.1 Shortcuts

In WissIntra® NG you can use tab stops, arrow buttons and the following shortcuts for navigation:

General

CTRL + SHIFT + UP	Navigates to main menu
CTRL + SHIFT + DOWN	Navigates to breadcrumbs of the process card
CTRL + SHIFT + LEFT	Navigates to the sidebar
CTRL + SHIFT + RIGHT	Navigates to the main content (first process card or first entry of the table)

Dialog Window

CTRL + E	Opens the edit mode of the dialog window
CTRL + S	Saves the data in the dialog window
ESC	Closes the edit mode / detail dialog window
CTRL + ALT + 1	Opens the first tab
CTRL + ALT + 2	Opens the second tab
...	etc.

Main Menu

Depending on the position where you are navigating in, the arrow buttons have different functions:

LEFT	Module before
RIGHT	Module after
RETURN	Navigates within the module

Table

UP	Cursor jumps one row back
DOWN	Cursor jumps to the next row
LEFT	Scrolls one page backward
RIGHT	Scrolls one page forward
RETURN	Opens the dialog window
SPACE	De-/Activates checkbox
ESC	Deactivates all checkboxes

Matrix / Swimlane (Matrix itself)

UP	Navigates to the next overlaying process card
DOWN	Navigates to the next underlaying process card
LEFT	Navigates to the previous process card
RIGHT	Navigates to the next process card
RETURN	Opens the process card / navigates one layer underneath
ESC	Cancels the shift after saving part appeared

Matrix / Swimlane (Breadcrumbs)

LEFT	Navigates to the previous process card
RIGHT	Navigates to the next process card
RETURN	Opens the process card / navigates one layer above

Treewiew

UP	Cursor navigates to one element above
DOWN	Cursor navigates to one element below
LEFT	Extends a branch
RIGHT	Collapses a branch
RETURN	Opens the entry or selects the entry (dialog window opens)

4.2 Permissions

Permissions in WissIntra® NG Audit Manager are directly linked to objects (here: WissIntra® NG Modules location wide).

Access will be granted by permissions in WissIntra® NG.

You can assign permissions for roles directly with modules for each location.

➤ The following 6 stages of permissions are available:

No	Permission	Explanation
000	No Access	Permission denied.
100	List	Process matrix is displayed.
200	Read	Details of a process are visible.
300	Change	Existing processes can be changed.
400	Create	A new process can be created.
500	Delete	Processes can be deleted.

➤ Permissions are assigned via roles.

➤ **Permissions are not structured hierarchically , i.e. they are independent from each other. Therefore, they need to be assigned to separately.**

Example.: A user has the role of a process manager in the Process Manager Module and was assigned the permission "List", in the Audit Manager Module he was assigned with no access and for location B he was assigned the permission "Delete".

4.2.1 Roles and Permissions

According to DIN EN ISO 19011: 2011 the following roles are available in the WissIntra® NG Audit Manager:

Definition of the specific roles:

- Lead auditor: Leads the audit, is provided with personal characteristics and competence to conduct an audit
- Co-Auditor: Person who is provided with with personal characteristics and competence to conduct an audit
- Observer: Person who accompanies the audit team but does not audit
- Guide: Person who is appointed by the client to assist the audit team
- Technical expert: Person who provides specific knowledge and expertise to the audit team (regarding organization / process / activity/ language / culture)
- Program manager: Role in WissIntra® which is not required in DIN EN ISO 19011.

The following norm-compliant permissions are available and can be assigned to the roles:

Lead / Co-auditor	The auditor defines the Audit plan . The auditor can edit all audits that are assigned to him.
Technical expert	The technical expert can read all audits that are assigned to him
Observer	The observer can read all audits that are assigned to him
Guide	The guide can read all audits that are assigned to him
Program manager	The program manager is the audit coordinator and defines the audit program. This means he creates audits and enters all information. He can change / reset all status of finalized audits under the condition that he writes an explanation in the corresponding text field. The program manager has permission to see a list with audits of all locations.



Note:

The above mentioned roles and their permissions are pre-defined by the system and can not be changed, However, further roles may be added.



Note:

Different roles can be assigned to each user.

4.3 User profile

Here you can define the [profile settings](#).

4.3.1 Profile settings

1. Navigate with a click on to *User Profile* settings.

➤ The following window opens:

Profile Settings - Ms. Berk, Andrea

Change password ⓘ

New Password ⓘ

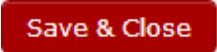
Confirm password ⓘ

Color theme ⓘ  Default (Module) ▼

Save & Close Save Close

2. You can perform following actions:

- Change Current Password: Click into the field to enter your password. As soon as you clicked into the field, the following fields appear:
 - New Password: Enter the new password
 - Confirm Password: Enter the new password a second time to confirm it
- Change color scheme: by clicking on the drop-down-menu.
 - Default theme shows a predefined color for each module so that the user knows in which module he is.
 - A customized color scheme shows one uniform color for all modules.

3. With a click  on you can save the entry and leave the window.

4.4 Administrator settings

As administrator you can conduct the following actions:

- [Create, edit and delete audit characters](#)
- [Create, edit and delete audit types](#)
- [Configure and define notifications](#)
- [Manage roles](#)
- Manage guidelines
- [Assigning permissions](#)



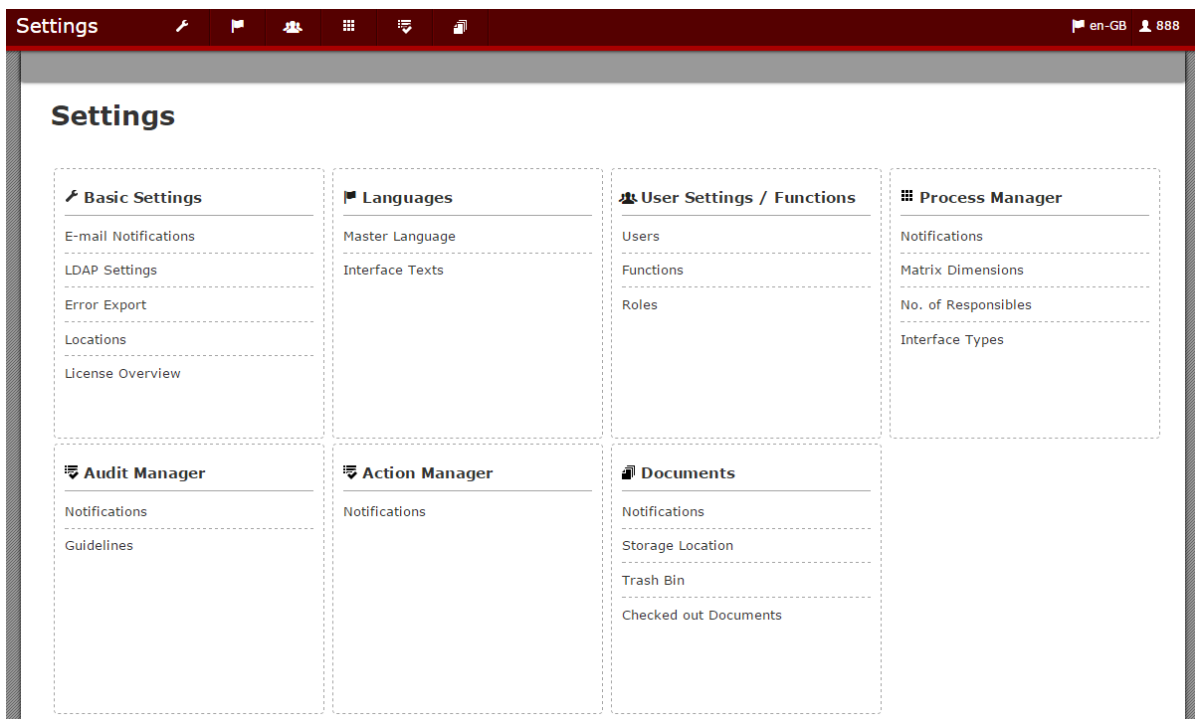
Note:

Refer to the WissIntra® NG administration manuals (installation, requirements, configuration) for all further information.

➤ Navigate to **User Administrator Settings** to the overview:

State	Title	Number	Category	Lead-Auditor
II	Check of Fax machine	0-00	Product Audit	Mister De...
II	SW Product Audit	11654	Product Audit	Mister Sa...
▶	SW Product Version1 Audit	11654	Product Audit	
■	SW Product Version2 Audit	11654	Product Audit	
II	Re-Certification Audit	270	Performance Audit	Mister Dip...
II	Tinnitus Hearing Device AG	932	System Audit	Ms. Maier...

➤ The following tab opens in the browser:



4.4.1 Audit category

- Administrators can define the categories in the settings.
- This information is displayed in the table overview:

- System audit
- Process audit
- Product audit
- Performance audit
- Procedure audit
- Compliance audit

**Note:**

Please note multilingualism.

4.4.2 Audit type

- Administrators can define the audit type in the settings.
- Before creating a new audit, the user needs to select the audit type via drop-down-menu:
 - Single
 - Combined
 - Joint
 - Matrix
 - Sequential



Note:

If the audit type has been selected once, it cannot be changed afterwards. Each audit type has different impact on the contents. If you made a mistake with the selection of the type, you can only delete the audit and create a new one.

Select the Audit type

- The selection of each audit type has impact on reports and evaluation of the audits. Take this into account when selecting the pre-defined audit type.
- The following types are available.

	Single Audit	Combined Audit	Joint Audit	Matrix	Sequential*
Guidelines	1	1+x	1+x	1+x (1 + x ISO guidelines); Location is a mandatory field	1
Team	1	1	1+x (1 team per guideline)	1	1
Plan	1	1	1	1	1
Ratings	1	1+x (1 rating per guideline)	1+x (1 rating per guideline)	1	1
Report	1	1+x (1 report per guideline)	1+x (1 report per guideline)	1+x (1 report per guideline)	1

* Difference to Single Audit: The user defines the information, not the system.



Tip:

If you conduct a combined audit, make sure that the audit objectives, scope and criteria are consistent with the relevant audit programs.



Tip:

If you conduct a joint audit, make sure that the program managers agree on the audit method and consider implications for resourcing and planning together.

4.4.3 Audit status

➤ Audits exist in different status. They are shown in the cockpit overview.

	In planning	assigned to the auditor  Note: When creating the audit, the status "in planning" needs an actual start date. All fields can be filled out and edited except "end date".
	In process	assigned to the auditor  Note: When creating the audit, the status "in process" needs an actual start date. The start date will be entered as start date, but can be edited.
	completed	assigned to the auditor  Note: When creating the audit, the status "in process" needs an actual end date. The end date will be entered as current date, but can be edited.

➤ The administrator can assign each to status a responsible role in the settings menu. Following role assignments are pre-defined in the settings:

Status	Role	
	Program Manager	Auditor
red: in Planning		x
gelb: in Action		x
grün: Completed		x

➤ These assignments can be changed by the administrator. He can select the appropriate role and assign a new status.



Note:

The Program Manager can change the status of a finished audit. But only if he enters an explanation in the text field.

4.5 Notification service

Program Managers can assign notifications to the lead auditors. The notifications contain basic information (s. below).

A link in the e-mail leads directly to the audit, a login may be necessary.

The settings for the notifications can be defined here:

- [General Notifications](#)
- [Audit Notifications](#)

4.5.1 General notifications

1. Navigate to *Administrator Settings* ► *Settings* ► *Basic Settings* ► *E-mail notifications*.

► The following dialog window opens:

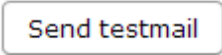
The screenshot shows a dialog window titled "Notifications" with a close button (X) in the top right corner. The "General" tab is selected, and other tabs like "Process", "Audit", "Action", "Task", "Documents", and "Approval Manager" are visible. The form contains the following fields and controls:

- Server name**: Text input field containing "192.168.1.251".
- Port number**: Text input field containing "25".
- Authentication mode**: Dropdown menu set to "Network".
- Username**: Text input field containing "ksc@kuk-is.de".
- Password**: Text input field containing "Password".
- SSL encoding**: Checkable option, currently unchecked.
- Sender**: Text input field containing "ksc@kuk-is.de".
- HTML e-mail**: Checkable option, currently unchecked.
- Recipient**: Text input field containing "hotline@wissintra.de".
- Send testmail**: Button located below the Recipient field.

At the bottom right of the dialog, there are three buttons: "Save & Close", "Save", and "Close".

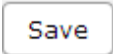
➤ Now you can enter the following information:

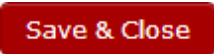
Server name	Enter your SMTP server name. You will find the indication for example if you click the start button, select "Run" and type "CMD" in the box. If the DOS window opens, type in "ping smtp.mysite.com" or "ping mail.mysite.com". As soon as the server responds, you get the name of your server, e.g. smtpmail.
Port number	Enter the port number. For unencrypted connections "25" or "587" for TLS. SSL (usually port 465) is not supported.
Authentication mode	Via drop-down you choose the authentication mode. If the SMTP server requires a login, select "Network". If no registration is required, select "None". The username and password are irrelevant then and will no longer be displayed.
Username	In case of authentication mode "Network", enter the username which was used in WissIntra to login to your SMTP server. For internal exchange SMTP servers, this is the username of the Windows user. If you use other e-mail providers like Gmail, GMX, etc., this is usually the corresponding e-mail address.
Password	In case of authentication mode "Network", enter your password for the specified user name for the authentication to the SMTP server. Requires the SMTP server here only a username, no password is necessary.
Encrypt connections	Set a check mark if the SMTP server requires an encrypted connection.
Sender	Enter a mail address, which will be used by WissIntra as the sender for sending notifications. E.g. for sending the password e-mails or for the notifications for creating a new process.
HTML e-mail	Set a check mark, if you want to send e-mails in HTML format. Otherwise the recipient receives plain text messages.
Recipient	Enter the e-mail address of the recipient who will receive a testmail.

➤ If you click on the button , you can send a testmail to verify the path.

► **Note:**

By clicking on "Send testmail" the entries you made can only be tested as long the data haven't been saved, i.e. the password is still visible.

➤ By clicking on  you save the entry and can proceed editing the information.

2. With a click on the button  you can save the entry and close the dialog window.

4.5.2 Audit notifications

1. Navigate to *Settings* ▶ *Audit Manager* ▶ *Notifications*.
➤ The dialog window opens and shows the Tab Audit

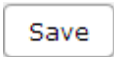
The screenshot shows a dialog window titled "E-mail Notifications" with a close button (X) in the top right corner. The window has a tabbed interface with five tabs: "General", "Process", "Audit" (which is the active tab), "Action", and "Task". Below the tabs, there are three sections for configuring email notifications:

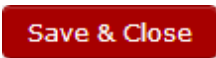
- Notification at Creation:** Contains three input fields: "Roles" (with a help icon and "Select multiple options" text), "Users" (with a help icon and "Select multiple options" text), and "External e-mail addresses" (with a help icon).
- Notification on Changes:** Contains three input fields: "Roles" (with a help icon and "Select multiple options" text), "Users" (with a help icon and "Select multiple options" text), and "External e-mail addresses" (with a help icon).
- Notification on Deletions:** Contains two input fields: "Roles" (with a help icon and "Select multiple options" text) and "Users" (with a help icon and "Select multiple options" text").

At the bottom right of the dialog, there are three buttons: "Save & Close", "Save", and "Close".

➤ You can see the following information:

Notification at creation / changes / deletions	
Roles	Select a role via drop-down-menu, for e.g. • Program manager, • Lead auditor • Co-Auditor Select the roles to be notified in case of the specified event (such as creating, changing, deleting a process, audit, document). The role refers to the group of users which it is assigned to.
Users	Select a single user via drop-down-menu. Select the user to be notified in case of the specified event (such as creating, changing or deleting a process, audit, document). Here, only a single user will be notified.
External e-mail address	Enter the e-mail address of the persons to be notified. These are people outside your company who have otherwise no access to WissIntra. Thus you can inform external persons, such as audit team members if a process, audit or document was created, changed or deleted.

➤ By clicking on  you save the entry and can proceed editing the information.

2. With a click on the button  you can save the entry and close the dialog window.

4.6 Role management

➤ As administrator you can define the settings for the role management:

1. Navigate via *Settings* ▶ *User / Functions* to Roles.

➤ The following table opens:

Preferences			en-GB	999
Table options *				
Roles				
New	25	Items per page		Filter
☐	Abbreviation	Name	Description	
☐	PM	Process Manager	Travel costs form	
☐	PO	Process Owner	This role provides full access to the process management module.	
☐	PS	Process Supporter	This role can edit processes.	

Create a new role

2. By clicking on **New** you can create a new role:

➤ The following dialog window opens:

New role

Abbreviation

Name

Description

Administrative Module Rights

Actionmanager

Deny Access

Auditmanager

Deny Access

Document manager

Deny Access

Ideamanager

Deny Access

Processmanager

Deny Access

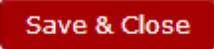
Save & Close

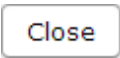
Save

Close

➤ You can enter the following information.

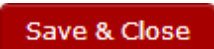
Abbreviation	Enter an abbreviation for the role.
Name	Enter the name of the role.
Description	Insert a description for the role that contains the permissions and what it means, for e.g. "The processmanager role contains the highest permission and can delete processes. Thus it should be reserved for managers."
Administrative Module Rights	
Action Manager / Audit Manager / Process Manager / Document Manager /	Select one of the following permissions for the module via drop-down-menu: • Deny access • List • Read • Modify • Create • Delete

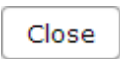
3. By clicking on the button  you can save the entry and return to the detail view.

4. By clicking on  you can leave the window.

Edit existing roles:

1. Select a role with a click on the entry in the overview.
2. The same dialog window opens as described above under "Create new role".

5. By clicking on the button  you can save the entry and return to the detail view.

6. By clicking on  you can leave the window.

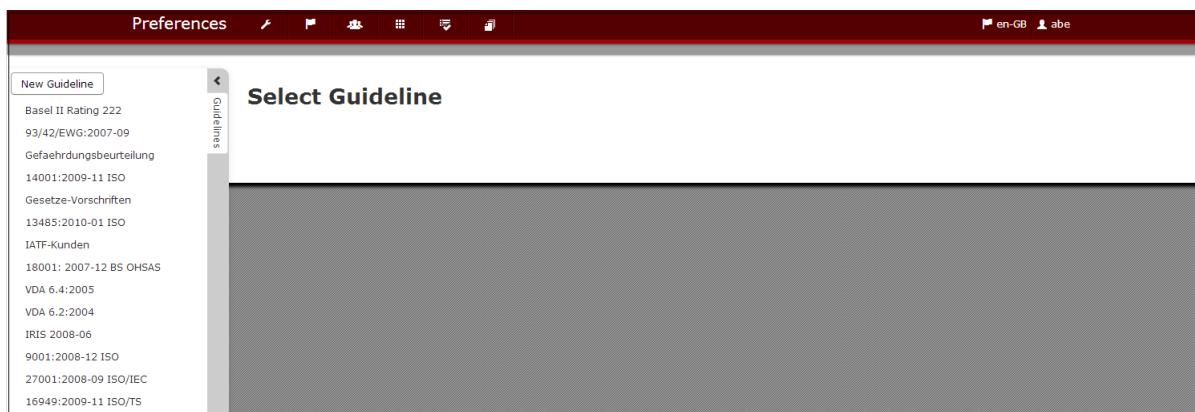
4.7 Guidelines

➤ Following guidelines are available:

- ISO
- VDA

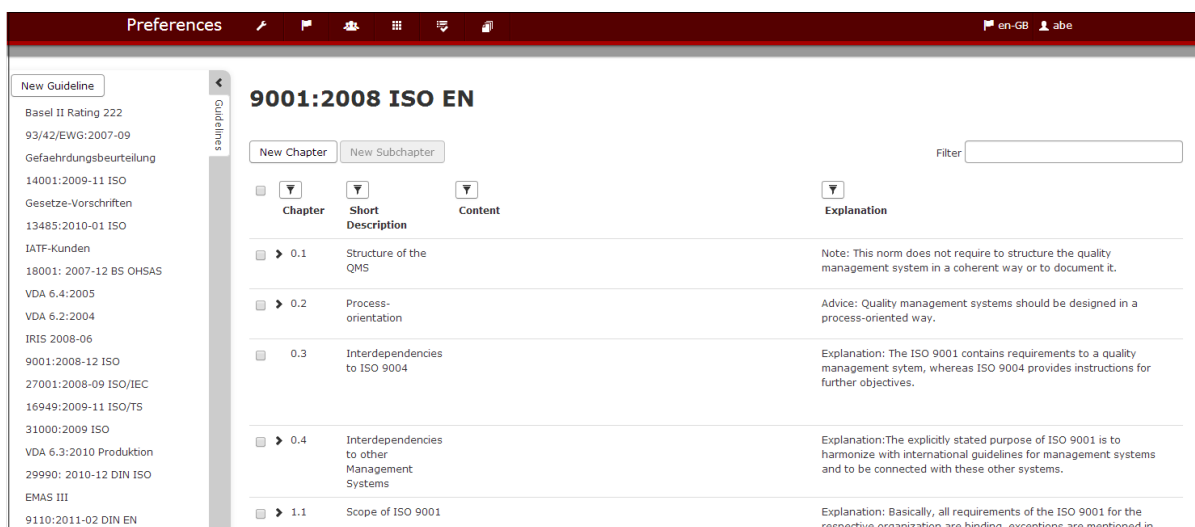
1. Navigate via WissIntra® NG Audit Manager Module to *Settings* ▶ *Audit Manager* ▶ *Guidelines*.

➤ The following table opens:



➤ in the left frame there is a treeview with a list of all deposited guidelines.

➤ If you click on a guideline, it will be shown on the main screen with a short description and explanation:



➤ As with the other modules you can filter, search and sort these column titles.

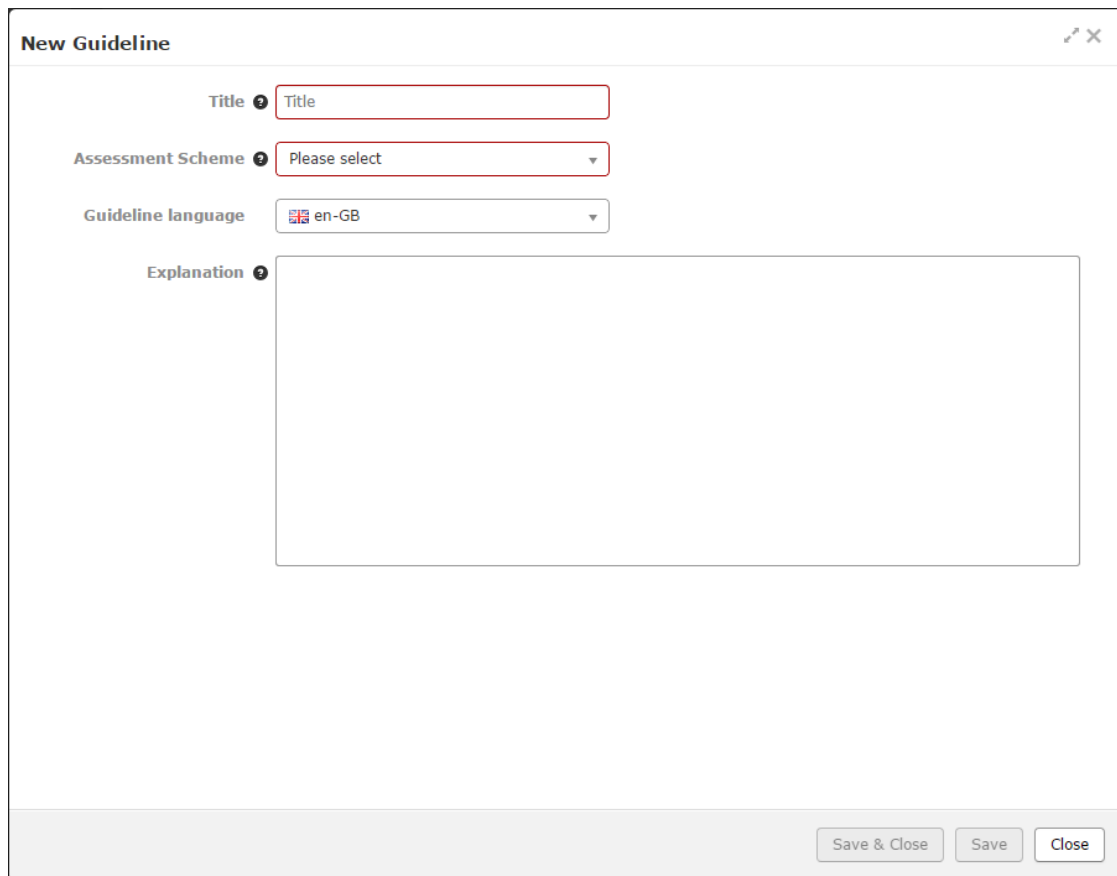
➤ To create a new guideline, refer to the following chapter.

4.7.1 Add a new guideline

1. Navigate to *Administrator* ▶ *Settings* ▶ *Settings* ▶ *Audit Manager* ▶ *Guidelines*.

2. Click on **New Guideline**.

➤ The following dialog window opens:



The screenshot shows a dialog window titled "New Guideline" with a close button (X) in the top right corner. The dialog contains the following fields:

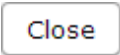
- Title**: A text input field with the placeholder text "Title".
- Assessment Scheme**: A dropdown menu with the placeholder text "Please select".
- Guideline language**: A dropdown menu with the selected value "en-GB" and a small flag icon.
- Explanation**: A large, empty text area for entering the guideline's explanation.

At the bottom right of the dialog, there are three buttons: "Save & Close", "Save", and "Close".

➤ You can see or edit the following information:

Title	The chapter and paragraph of the criterion is displayed.
Assessment scheme	The evaluation scheme chosen at the start of the audit program is displayed
Guideline language	Select the language of your guideline via drop-down-menu.
Explanation	Enter a text to describe the criterion in more detail.

3. By clicking on the button  you can save the entry and return to the detail view.

4. By clicking on  you can leave the window.

4.7.2 New chapter

1. Navigate to the Guideline overview:

2. Click on **New Chapter**.

➤ The following dialog window opens:

New Chapter

General Criteria

Chapter Chapter

Short Description Short Description

Content

Explanation

More ▾ Save & Close Save Close

➤ You can enter the following information:

Chapter	Enter a meaningful title for the chapter
Short Description	Enter a short description of the chapter.
Content	Enter the content of the chapter.
Explanation	Enter an explanation into the field.

➤ If you have filled out the fields and saved the entry, the TAB CRITERIA can be filled out:

Edit chapter

General Criteria

➤ All

🗑️ ⬆️

▼ ⓘ Process-orientation

Content ⓘ Was a process-oriented approach used in designing the management system?

Explanation ⓘ This is always ensured if the organization has documented its own process landscape which includes all relevant processes.

More ▲ Save & Close Save Close

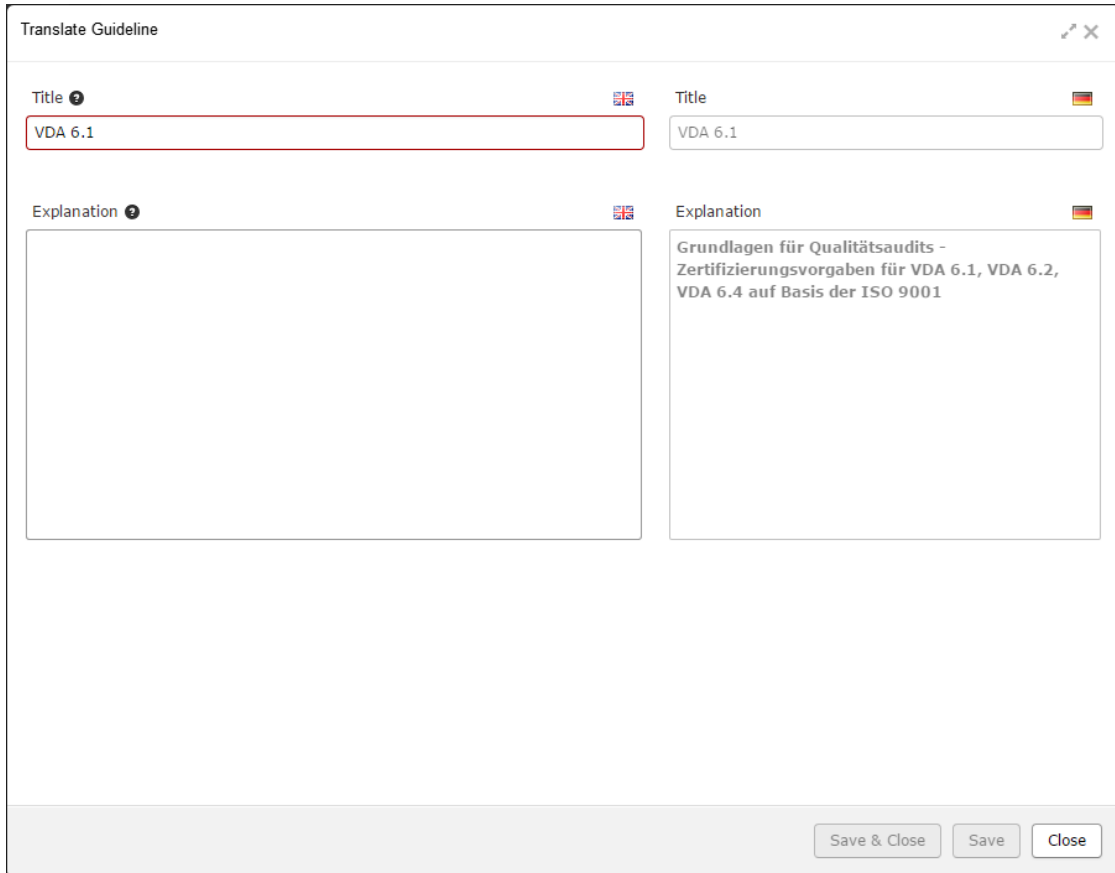
➤ You can enter the following information:

Criterion	Enter a meaningful title for the criterion.
Content	Enter the content of the criterion. This will be displayed and assigned in the tab audit criteria of the Audit Manager. For e.g. "The escape route must be kept clear" as a requirement of the guideline.
Explanation	Enter an explanation into the field. This will be displayed in the tab audit criteria of the Audit Manager. For e.g. "Escape routes must be hung up clearly visible".
Check possibility	Displays the check possibility for the criterion. For e.g. "View the flight plan and check if it is clearly visible".

- By clicking on the button **Save & Close** you can save the entry and return to the detail view.
- By clicking on **Close** you can leave the window.

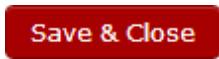
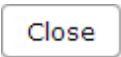
4.7.3 Edit guideline

1. Navigate to the Settings for the guideline management.
2. In the sidebar click on the  symbol beside the required guideline.
➤ The following dialog window opens in edit mode:



- You can enter respectively translate (if you are not in the master language) the following information:

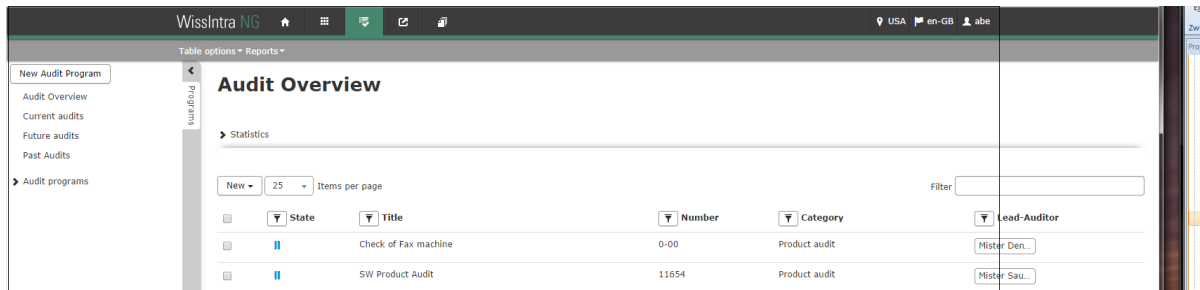
Title	Enter a meaningful title
Assessment scheme	Select the assessment scheme via drop-down-menu. Depending on the selection, the reportings show a different view.
Explanation	Insert an explanation for the guideline. The guideline will be the base for the conformity or nonconformity findings.

3. By clicking on the button  you can save the entry and return to the detail view.
4. By clicking on  you can leave the window.

5 The WissIntra® NG Audit Manager

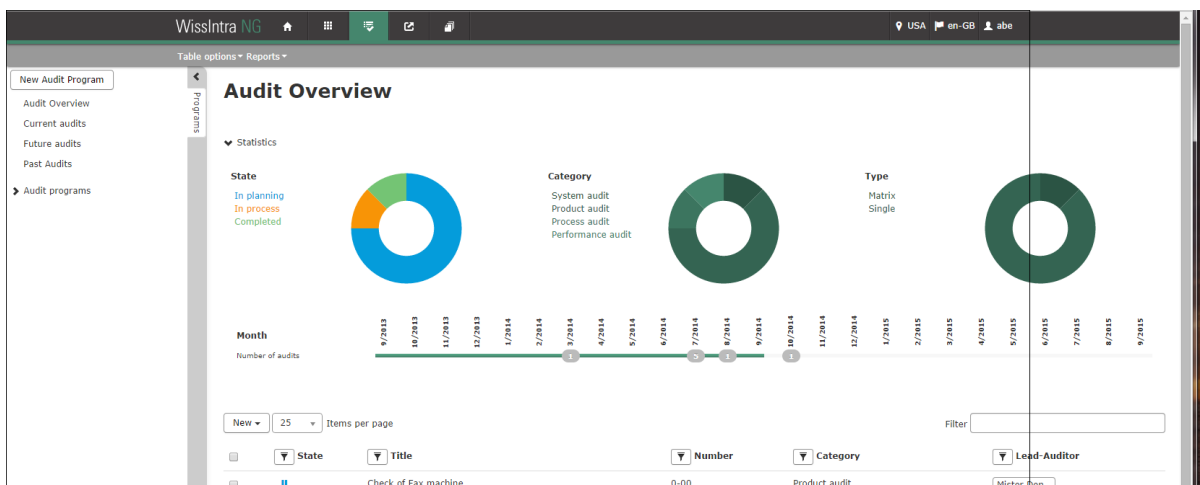
To work with WissIntra® NG Audit Manager proceed as follows:

- Navigate to the module audit manager by clicking the symbol .
- The following overview is displayed:

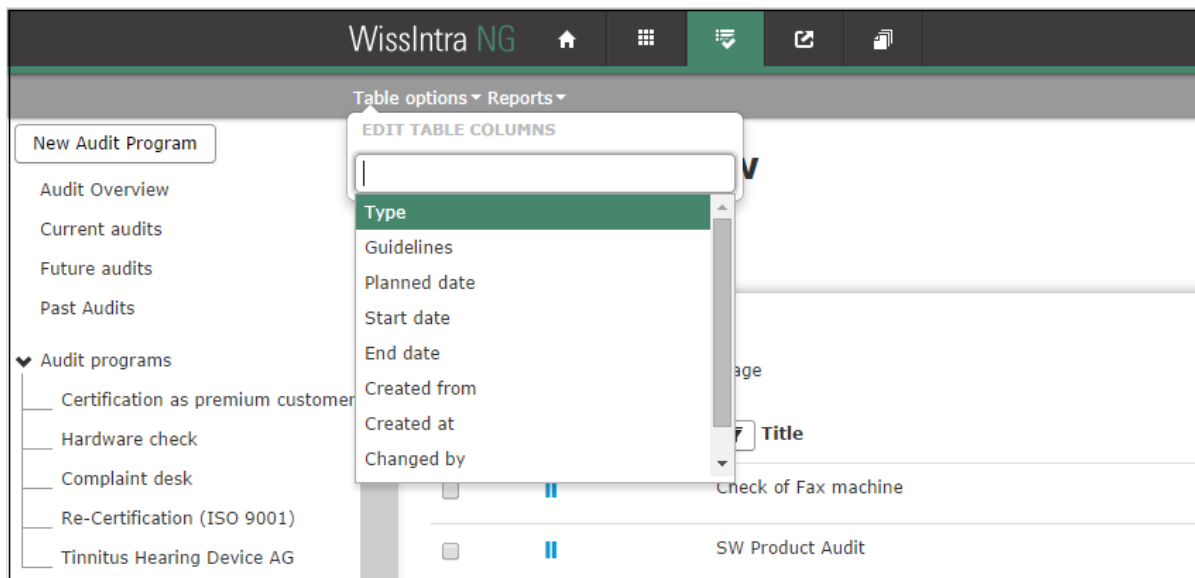


- In the left column there is the sidebar explorer, where you can navigate and filter the information by clicking on the arrows to open or close the list.
- By clicking on the item the full information appears on the main screen. Here you can edit the items.

- If you click on the  symbol in the column title, you can filter, search and sort the column according to the column title.
- By clicking on the arrow beside statistics, the overview displays pie charts with statistical data:



➤ If you click in Table options, you can select further columns, such as:



- Type
- Guidelines
- Planned start date
- Start date
- End date
- Created from
- Created at
- Changed from
- Changed at

5.1 The audit program

The Concept of the WissIntra® NG Audit Manager complies to the standards, such as DIN EN ISO 19011 (with reference to DIN EN ISO 17021).

The WissIntra® NG Audit Manager Module maps the sequence for planning, conducting, directing, controlling and evaluation of an audit program. Hence, the audit program is much more than a simple audit schedule.

We guide you step-by-step through the procedure to plan, conduct, monitor and evaluate your audits with the WissIntra® NG Audit Manager:

1. According to the requirements of the certification body, you can create an audit program which comprises all audits that you are going to perform. This program defines the timeline and main responsible person.
2. Define the audit type. As default the system offers the following types:

Combined	A combined audit is when a client is being audited against the requirements of two or more management system standards together.
Matrix	When different locations or areas of a company are audited at different times, it can be displayed as a matrix.
Sequential	A nested audit, for e.g. in an assembly line.
Single	Standard audit
Joint	A joint audit is when two or more auditing organizations cooperate to audit a single client.
Integrated (will be implemented with the next releases)	An integrated audit is when a client has the integrated the application of requirements of two or more management systems standards into a single management system and is being audited against more than one standard.  Note: This option is not available in WissIntra. However, you can define your own audit types in the settings.

3. Create an [audit plan](#).
4. Arrange the [audit team](#) according to their competences.
5. Define the objectives of the audits, the criteria and [guidelines](#). For e.g. the guidelines of VDA or ISO.
6. Specify the findings and determine actions that you can see and edit in the WissIntra NG Actionmanager® module.
7. Assign the tasks.
8. Check the required actions up on their effectiveness.
9. [Rate](#) the audit.
10. Record your results in a [report](#).

5.1.1 Creating an audit program

➤ To create a new audit program, proceed as follows:

1. Navigatet to the WissIntra® NG Audit Manager Module.

2. Click on **New Audit Program** .

➤ The following dialog window opens:

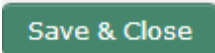
The screenshot shows a dialog window titled "Add new program" with a standard window control bar (minimize, maximize, close). The form contains the following fields:

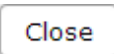
- Title**: A text input field with the placeholder text "Title".
- Parent node**: A dropdown menu with the placeholder text "Please select".
- Program manager**: A dropdown menu with the placeholder text "Please select".
- Start date**: A text input field with the placeholder text "dd/mm/yyyy".
- End date**: A text input field with the placeholder text "dd/mm/yyyy".
- Objectives**: A large, empty text area for input.
- Description**: A text input field.

At the bottom right of the dialog, there are three buttons: "Save & Close", "Save", and "Close".

➤ You can see the following information:

Title	Enter a meaningful title for the audit program.
Parent node	Enter the Parent path which describes the position of the audit program in the hierarchy, for e.g. the location Fellbach. Then click on the arrow to select the respective program.
Program manager	Select the name of the program manager via drop-down menu. The program manager is the leading auditor (not to be mixed up with lead auditor, however). He manages, coordinates and controls the audit program.
Start date	Click into the field. A calendar opens. By clicking on a date it will be taken over.
End date	Click into the field. A calendar opens. By clicking on a date it will be taken over.
Objectives	Enter the audit program objectives. For e.g. management priorities, commercial and other business intentions, characteristics of products, processes, projects and changes to them, legal and contractual requirements, needs and expectations of interested third parties (customer, supplier), risks, results of previous audits etc.
Description	Enter a text to describe the audit program.

3. By clicking on the button  you can save the entry and return to the detail view.

4. By clicking on  you can leave the window.

5.1.2 Editing an audit program

1. You can choose your audit program in the sidebar navigation: Click on the  symbol beside the program. (It appears as mouseover effect).
 - The following dialog window opens:

SW Certificate as Premium Partner 

Parent node	La > SW Certificate as Premium Partner
Program manager	Mr. Polsch, Henrik (111)
Start date	25/03/2015
End date	16/04/2015
Objectives	To maintain premium partnership status with SW company.
Description	Carry out the required test for certification.

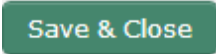
2. By clicking on  you can edit the information.

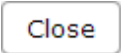
➤ You can see the following information:

Parent node	Select the parent path which describes the position of the audit program in the hierarchy, for e.g. the location.
Program manager	You can see the name of the program manager via drop-down menu. In edit mode you select the program manager via drop-down-menu. The program manager is the leading auditor (not to be mixed up with lead auditor, however) or action manager. He manages, coordinates and controls the audit and/or action program.
Start date	You can see the start date. This is the date when the audit program should begin. The length of the audit must be determined by the certification body based on documented procedures and needs to consider the requirements to the standards, size and complexity of the audit; outsourced activities in terms of management system; results of previous audits; number of locations; risks related to products, processes or activities and the type of audit (single, combined, joint). In edit mode, click on the date picker to select the date.
End date	You can see the end date.
Objectives	You can see the goal of the audit program. For e.g. management priorities, commercial and other business intentions, characteristics of products, processes, projects and changes to them, legal and contractual requirements, needs and expectations of interested third parties (customer, supplier), risks, results of previous audits or actions etc.
Description	You can see a description of the audit program, for example scope, objectives and criteria. Or describe those points that were not included in the other fields.

➤ If you click on the  button, the following options are available:

- Add as favorite
- Delete
- Print (Auditreport/Auditplan)

3. By clicking on the button  you can save the entry and return to the detail view.

4. By clicking on  you can leave the window.

5.2 The audits

For each audit you can create an individual audit plan.

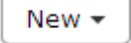
The program manager assigns the individual audits to the audit leader. Thus, he can plan the audits in detail.

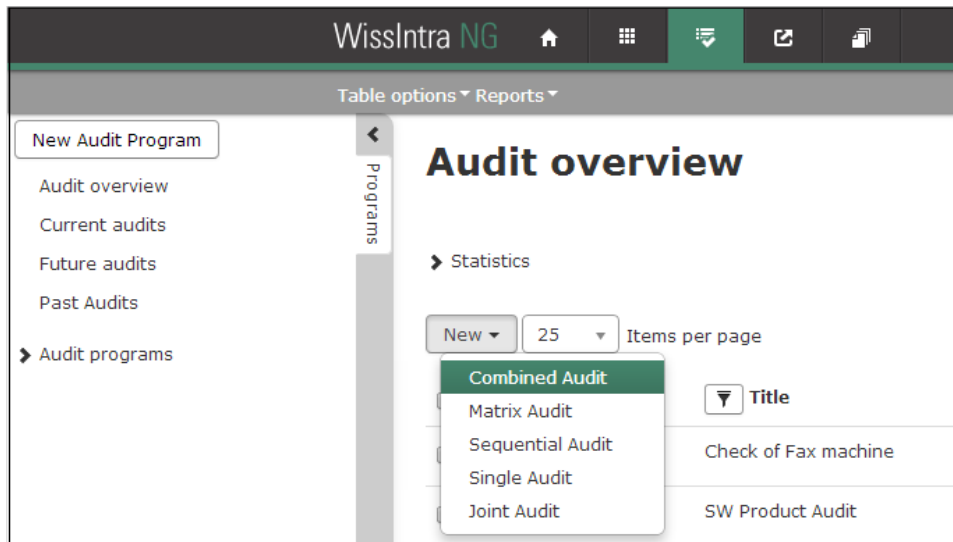
The following chapters describe how the WissIntra® NG Audit Manager guides you through the audit process:

- [Initiating](#) the audit
- [Checking](#) the documents
- [Preparing](#) the audit activities
- [Performing](#) the audit activities
- Creating an [audit report](#), release and distribution of the report
- [Closing](#) the audit, including actions

5.2.1 Creating an audit

Navigate to the WissIntra® NG Audit Manager module by clicking on the  symbol. To create a new audit, proceed as follows:

1. Click on the  button.
- In the table overview a drop-down-menu appears:



Note:

If you have selected the audit type once, it cannot be changed. It is only possible to delete the audit and generate a new one.

2. Select one of these [audit types](#):

- Combined
- Matrix
- Sequential
- Single
- Joint

➤ The following dialog window opens in edit mode:

New Audit  

General

Title ⓘ

Number ⓘ

Type ⓘ

Category ⓘ

Guidelines ⓘ

State ⓘ

Program ⓘ

Address ⓘ

Planned Start Date ⓘ

Start date ⓘ

End date ⓘ

More ▴

Save & Close

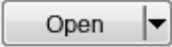
Save

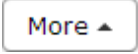
Close

➤ In the TAB GENERAL offers the following information:

Title	Enter a meaningful title for the audit. This title will be displayed at links.
Number	Enter an alphanumeric number for the audit.
Type	Displays the audit type that you had chosen before you created a new audit program. • Combined • Matrix • Sequential • Single • Joint The type is grayed out and cannot be changed. The type has impact on the collection of the audit team and the number of guidelines.
Category	Select the appropriate category of your audit. Choose a first, second or third party audit among the following: • System audit • Procedure audit • Process audit • Product audit • Compliance audit • Performance audit
Guidelines	Select the appropriate guideline for the performance of the audit. This selection has an impact on the criteria that can be assigned. The guidelines are available and can be integrated in the system.
State	Displays the following states: • In planning • In execution • Finished As default there is "In planning" selected and grayed out. To change it, save and close the audit and open it again.
Program	Displays the assignment of an audit to an audit program.
Address	Insert the address of the location where the audit takes place.
Planned start date	Select the planned start date. This is the date when the audit should begin. The length of the audit must be determined by the certification body based on documented procedures and needs to consider the requirements to the standards, size and complexity of the audit; outsourced activities in terms of management system; results of previous audits; number of locations; risks related to products, processes or activities and the type of audit (single, combined, joint). To select a date, click into the field. A calendar opens:

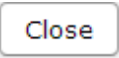
	Category ? Product audit Guidelines ? « July 2014 » State ? <table border="1"> <tr><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr> <tr><td>27</td><td>29</td><td>30</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td></tr> <tr><td>28</td><td>6</td><td>7</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td></tr> <tr><td>29</td><td>13</td><td>14</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td></tr> <tr><td>30</td><td>20</td><td>21</td><td>29</td><td>30</td><td>31</td><td>1</td><td>2</td></tr> <tr><td>31</td><td>27</td><td>28</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td></tr> <tr><td>32</td><td>3</td><td>4</td><td></td><td></td><td></td><td></td><td></td></tr> </table> Program ? Address ? Planned date ? 01/07/2014 Start date ? 18/07/2014 End date ? dd/mm/yyyy				1	2	3	4	5	27	29	30	8	9	10	11	12	28	6	7	15	16	17	18	19	29	13	14	22	23	24	25	26	30	20	21	29	30	31	1	2	31	27	28	5	6	7	8	9	32	3	4					
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31	27	28	5	6	7	8	9																																																		
32	3	4																																																							

	Click on  to enter the path where they are stored. A mask opens where you can enter all information concerning the document and confirm by clicking . If you defined the settings accordingly, the user will be notified if a document was created, changed or deleted.
--	--

➤ If you click on the  button, the following options for audits are available:

- Add as favorite
- Delete
- Print (Auditreport/Auditplan)

3. By clicking on the button  you can save the entry and return to the detail view.

4. By clicking on  you can leave the window.

Editing audits

1. To edit an existing audit, navigate to the WissIntra® NG Audit Manager.
 - a. Select an audit from the program on the sidebar or
 - b. Click on an element in the overview.
- The following dialog window opens:

Product C-Category (Audit 3033)

General Team Plan Criteria Rating Report Findings

Type Joint

Category Product Audit

Assessment by EFQM-Modell

State In planning

Program 2014 Q2

Address

Planned for 03/03/2014

Started at 25/03/2014

Ended at 31/03/2014

Explanation

Objectives

More ▲ Edit Close

2. Click on the  button.
- The dialog window switches to edit mode.

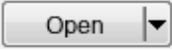
➤ Now you can edit or enter the following information:

Title	Enter a meaningful title for the audit. This title will be displayed at links.
Number	Enter an alphanumeric number for the audit.
Type	Displays the audit type that you had chosen to create a new audit. • Combined • Matrix • Sequential • Single • Joint The type has impact on the collection of the audit team and the number of guidelines.
Category	Select the appropriate category of your audit. Choose a first, second or third party audit among the following: • System audit • Procedure audit • Process audit • Product audit • Compliance audit • Performance audit
Guidelines	Select the appropriate guideline for the performance of the audit. This selection has an impact on the criteria that can be assigned. The guidelines are available and can be integrated in the system.
State	Displays the following states: • In planning • In execution • Finished As default there is "In planning" selected and grayed out. To change it, save and close the audit and open it again.
Program	Displays the assignment of an audit to an audit program.
Address	Insert the address of the location where the audit takes place.
Planned start date	Select the planned start date. This is the date when the audit should begin. The length of the audit must be determined by the certification body based on documented procedures and needs to consider the requirements to the standards, size and complexity of the audit; outsourced activities in terms of management system; results of previous audits; number of locations; risks related to products, processes or activities and the type of audit (single, combined, joint). To select a date, click into the field. A calendar opens:

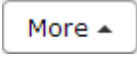
	Category ? Product audit Guidelines ? « July 2014 » State ? <table border="1"> <tr><td></td><td>Su</td><td>Mo</td><td>Tu</td><td>We</td><td>Th</td><td>Fr</td><td>Sa</td></tr> <tr><td>27</td><td>29</td><td>30</td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr> <tr><td>28</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td></tr> <tr><td>29</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td></tr> <tr><td>30</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td></tr> <tr><td>31</td><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td><td>1</td><td>2</td></tr> <tr><td>32</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td></tr> </table> Program ? Address ? Planned date ? 01/07/2014 Start date ? 18/07/2014 End date ? dd/mm/yyyy Click on the desired date.		Su	Mo	Tu	We	Th	Fr	Sa	27	29	30	1	2	3	4	5	28	6	7	8	9	10	11	12	29	13	14	15	16	17	18	19	30	20	21	22	23	24	25	26	31	27	28	29	30	31	1	2	32	3	4	5	6	7	8	9
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27	29	30	1	2	3	4	5																																																		
28	6	7	8	9	10	11	12																																																		
29	13	14	15	16	17	18	19																																																		
30	20	21	22	23	24	25	26																																																		
31	27	28	29	30	31	1	2																																																		
32	3	4	5	6	7	8	9																																																		
Start date	Click into the field and pick up a date as start date. See description above.																																																								
End date	The end date is grayed out. It can only be changed if the status of the audit was changed from "In planning" to "In process".																																																								
Explanation	Insert an explanation for the audit, for example defining the scope of the audit.																																																								
Objectives	Insert your objectives for each audit. Objectives include determination of the extent of conformity of the management system with the criteria, extent of conformity of activities, processes and products with requirements and procedures of the management system, evaluation of compliance with legal and contractual requirements, evaluation of the effectiveness and identification of areas for potential improvement.																																																								
Document examination	Set a checkmark if you want a document examination.																																																								
Documents	You can upload / link / select a document. Upload: The newly created original document is uploaded into the system as a copy and thus will be available in WissIntra. Link: The document that is already existing in the network, is linked to WissIntra and thus available (without being integrated into the system). If the document is moved or deleted, the link will be dead. Select: The already uploaded document is available and can be selected																																																								

by a list in WissIntra.

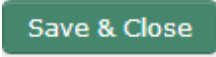
Attach a document by clicking on .

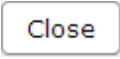
Click on  to enter the path where they are stored. A mask opens where you can enter all information concerning the document and

confirm by clicking . If you defined the [settings](#) accordingly, the user will be notified if a document was created, changed or deleted.

➤ If you click on the  button, the following options for audits are available:

- Add as favorite
- Delete
- Print (Auditreport/Auditplan)

3. By clicking on the button  you can save the entry and return to the detail view.

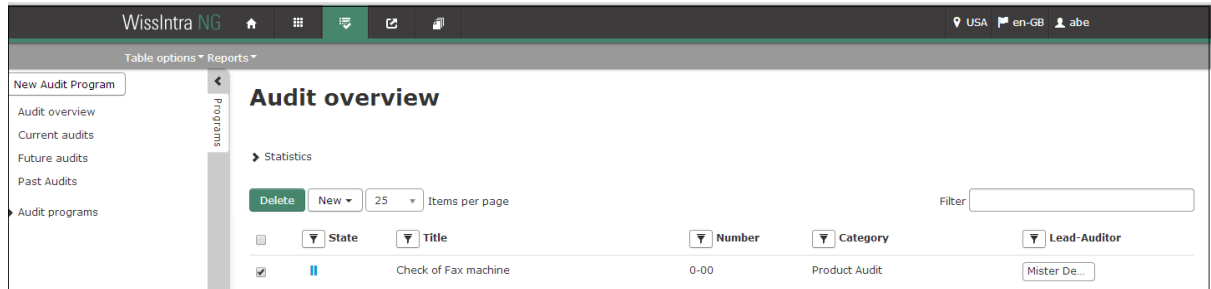
4. By clicking on  you can leave the window.

Deleting audits

➤ To delete an existing audit, there are two methods available. Proceed as follows:

Method 1

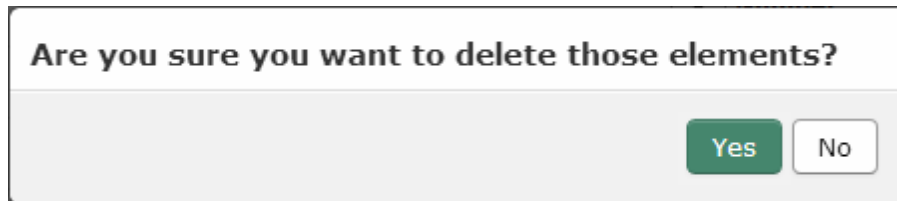
1. Navigate to the WissIntra® NG Audit Manager.
2. Set a check mark in the box before an element in the overview:



3. The button  appears.

4. Click on this button.

➤ The following request appears:



5. Confirm the request by clicking .

➤ The element (here: audit) is deleted.

Method 2

1. Navigate to the dialog window of the requested audit.

Check of Fax machine (0-00)

General Team Plan Criteria Rating Report

Type: Single

Category: Product Audit

Guidelines: 9110:2007

State: In planning

Program: Hardware check

Address:

Planned for: 01/07/2014

Started at: 18/07/2014

Ended at:

More ▴

Edit Close

Check if a fax machine with direct e-mail linking is worthwhile the investment.

2. Click on the button **More ▴** and select DELETE.
➤ The audit is deleted.

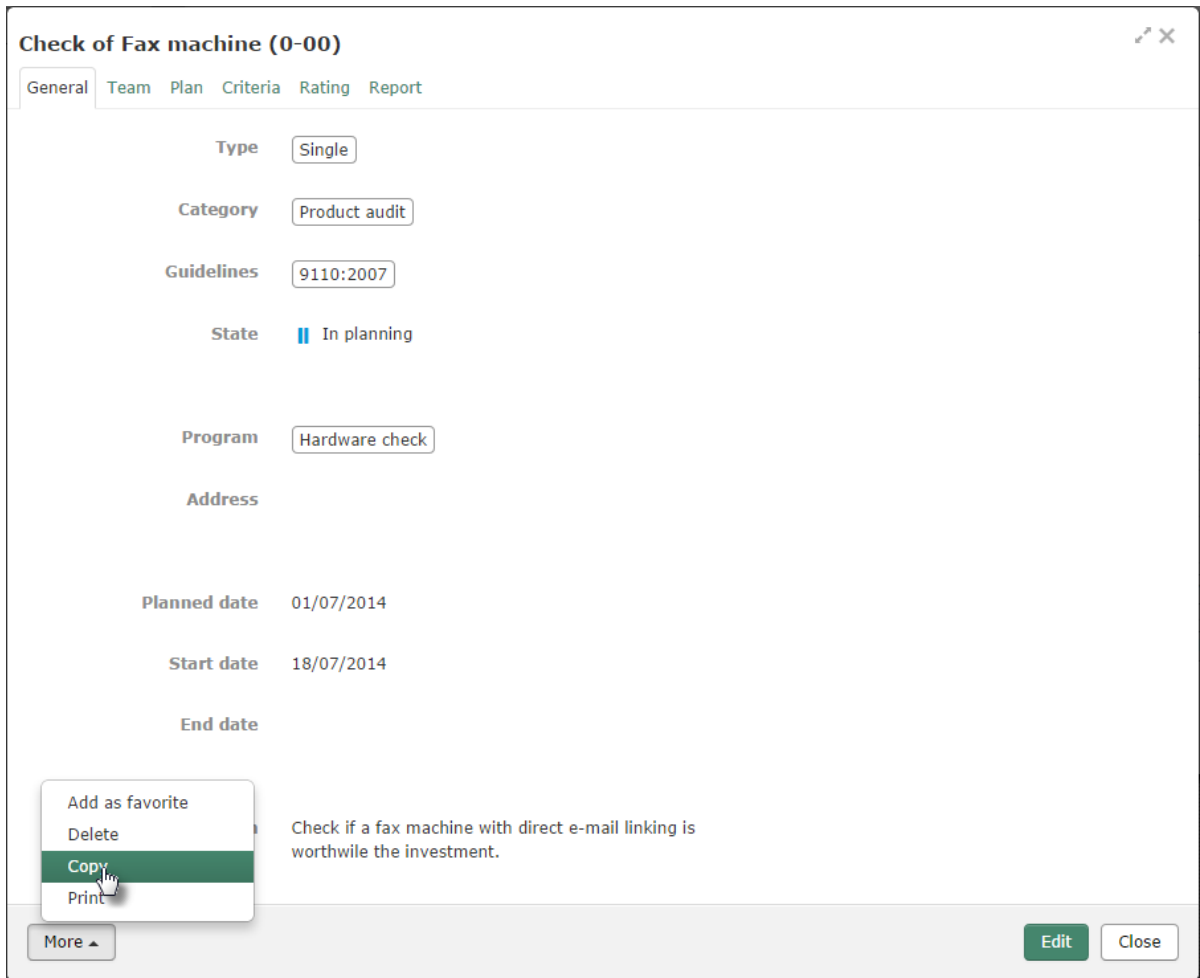
Copying an audit

1. Navigate to the detail view of an audit.

2. Klick on .

➤ Following options are available:

- Add as favorite
- Delete
- Copy
- Print (Auditreport/Auditplan)



Check of Fax machine (0-00)

General Team Plan Criteria Rating Report

Type: Single

Category: Product audit

Guidelines: 9110:2007

State: In planning

Program: Hardware check

Address:

Planned date: 01/07/2014

Start date: 18/07/2014

End date:

Add as favorite
Delete
Copy
Print

Check if a fax machine with direct e-mail linking is worthwhile the investment.

More Edit Close

3. Click on COPY.

➤ Following dialog box appears:

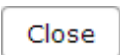


4. Confirm by clicking .

➤ A copy of the audit with all entries (except rating) is created:

A screenshot of the "Edit audit" form. The form has a title bar "Edit audit" with a close button. Below the title bar are tabs: "General", "Team", "Plan", "Criteria", "Rating", and "Report". The "General" tab is selected. The form contains several fields: "Title" (text input, highlighted with an orange border, containing "(Copy) Check of Fax machine"), "Number" (text input, containing "0-00"), "Type" (text input, containing "Single"), "Category" (dropdown menu, containing "Product audit"), "Guidelines" (dropdown menu, containing "9110:2007"), "State" (dropdown menu, containing "In planning"), "Program" (dropdown menu, containing "Hardware check"), "Address" (text input, empty), "Planned date" (text input, containing "01/07/2014"), "Start date" (text input, containing "18/07/2014"), and "End date" (text input, containing "dd/mm/yyyy"). At the bottom left is a "More" button with a dropdown arrow. At the bottom right are three buttons: "Save & Close", "Save", and "Close".

5. By clicking on the button  you can save the entry and return to the detail view.

6. By clicking on  you can leave the window.

5.2.2 Audit team

WissIntra® NG Audit Manager enables you to put an audit team together. To do this, proceed as follows:

1. Navigate to the TAB TEAM.

➤ In this TAB you can enter the following information:

The screenshot shows a web application window titled "ABC-Supplier Audit (Audit 3030 / 3032)". The window has a tabbed interface with the following tabs: General, Team (selected), Plan, Criteria, Rating, Report, and Findings. Below the tabs, the text "Basel II Rating, Gesetze-Vorschriften, 9001:2008-12 ISO" is displayed. The main content area is divided into five sections, each with a label and a corresponding input field: "Lead-Auditor", "Co-Auditors", "Professional Experts", "Observers", and "Advisors". At the bottom of the window, there are three buttons: "More ▲", "Edit", and "Close".

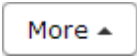
➤ You can see the following information:

Lead auditor	Displays the lead auditor. He conducts the audit team and is the primary contact person.
Co-auditors	Displays the co-auditors. A co-auditor supports the lead auditor performing the audit.
Technical expert	Displays the experts. The technical expert provides specific knowledge or expertise which relates to the organization, the process or activity to be audited, or language or culture. The expert does not act as an auditor in the audit team.
Observer	Displays the observers. The observer is not part of the audit team and does not influence or interfere with the conduct of the audit.
Advisor ("Guide" according to ISO 19011)	Displays the advisor (according to ISO 19011 "Guide"). The advisor is the person appointed by the auditee to assist the audit team.

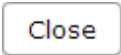


Note:

If one member of the team had been selected, his name is grayed out and cannot be selected again for this audit.

➤ If you click on the  button, the following options are available:

- Add as favorite
- Delete
- Print (Auditreport/Auditplan)

2. With a click on the button  you can close the dialog window.

Edit audit team

➤ To edit an audit team, proceed as follows:

1. Navigate to the WissIntra® NG Audit Manager Module.
2. Click in the overview on an existing audit or
3. Select the audit from the audit program in the sidebar on the left.
4. Navigate to the TAB TEAM.

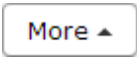
➤ The following dialog window opens:

The screenshot shows a dialog window titled "ABC-Supplier Audit (Audit 3030 / 3032)". It has a tabbed interface with "General", "Team", "Plan", "Criteria", "Rating", "Report", and "Findings". The "Team" tab is active. Below the tabs, the text "Basel II Rating, Gesetze-Vorschriften, 9001:2008-12 ISO" is displayed. The main area contains five sections: "Lead-Auditor", "Co-Auditors", "Professional Experts", "Observers", and "Advisors", each with a list of names. At the bottom, there is a "More ▲" button on the left and "Edit" and "Close" buttons on the right.

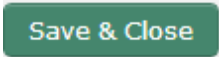
5. Click on the  button.

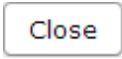
➤ The following information can be edited:

Lead auditor	Select the lead auditor via drop-down-menu. He conducts the audit team and the primary contact person.
Co-auditors	Select the co-auditors via drop-down-menu. A co-auditor supports the lead auditor in performing the audit. If a name was already chosen, the name is grayed out.
Technical expert	Select the experts via drop-down-menu. If a name was already chosen, the name is greyed out. The technical expert provides specific knowledge or expertise which relates to the organization, the process or activity to be audited, or language or culture. The expert does not act as an auditor in the audit team.
Observer	Select the observers. If a name was already chosen, the name is greyed out. The observer is not part of the audit team and does not influence or interfere with the conduct of the audit.
Advisors	Select the advisor (= Guide according to ISO 19011). The advisor is the person appointed by the auditee to assist the audit team.

➤ If you click on the  button, the following options are available:

- Add as favorite
- Delete
- Print (Auditreport/Auditplan)

6. By clicking on the button  you can save the entry and return to the detail view.

7. By clicking on  you can leave the window.

5.2.3 Audit plan

WissIntra® NG Audit Manager enables you to plan an audit. To do this, proceed as follows:

1. Navigate to the WissIntra NG® Audit Manager module.
2. Select the audit for which you like to generate a plan.
3. When the dialog window opens, navigate to the TAB PLAN.

4. Click on  All to see all agenda items.

➤ The dialog window shows the following information :

SW Product Audit (11654)

General

Team

Plan

Criteria

Rating

Report

All ➤

▼ SW Audit

Date and time from / 00:00

Date and time until 31/08/2014 / 17:00

Internal Participants

External Participants

Team

Areas

Content This audit checks if the requirements of ISO 9110:2007 are met.

Documents

More ▲

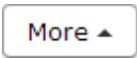
Edit

Close

© 2015 k+k information services GmbH

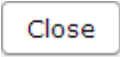
➤ You can see the following information:

Title:	Indicates the title of the audit plan.
Date and time from:	Indicates the starting date and time of the audit.
Date and time until:	Indicates the end date and time of the audit.
Internal participants:	Indicates the internal persons involved (such as staff).
External participants:	Indicates the external participants (such as third parties).
Team	Indicates the members of the audit team and who are involved in the activities where the audit takes place.
Areas	Indicates the areas which will be audited.
Content	Indicates the content of the agenda.
	If you click on this symbol, you can drag the entry upwards or downwards.
	A click on this symbol deletes the entry.

➤ If you click on the  button, the following options are available:

- Add as favorite
- Delete
- Print (Auditreport/Auditplan)

5. By clicking on the button  you can save the entry and return to the detail view.

6. By clicking on  you can leave the window.

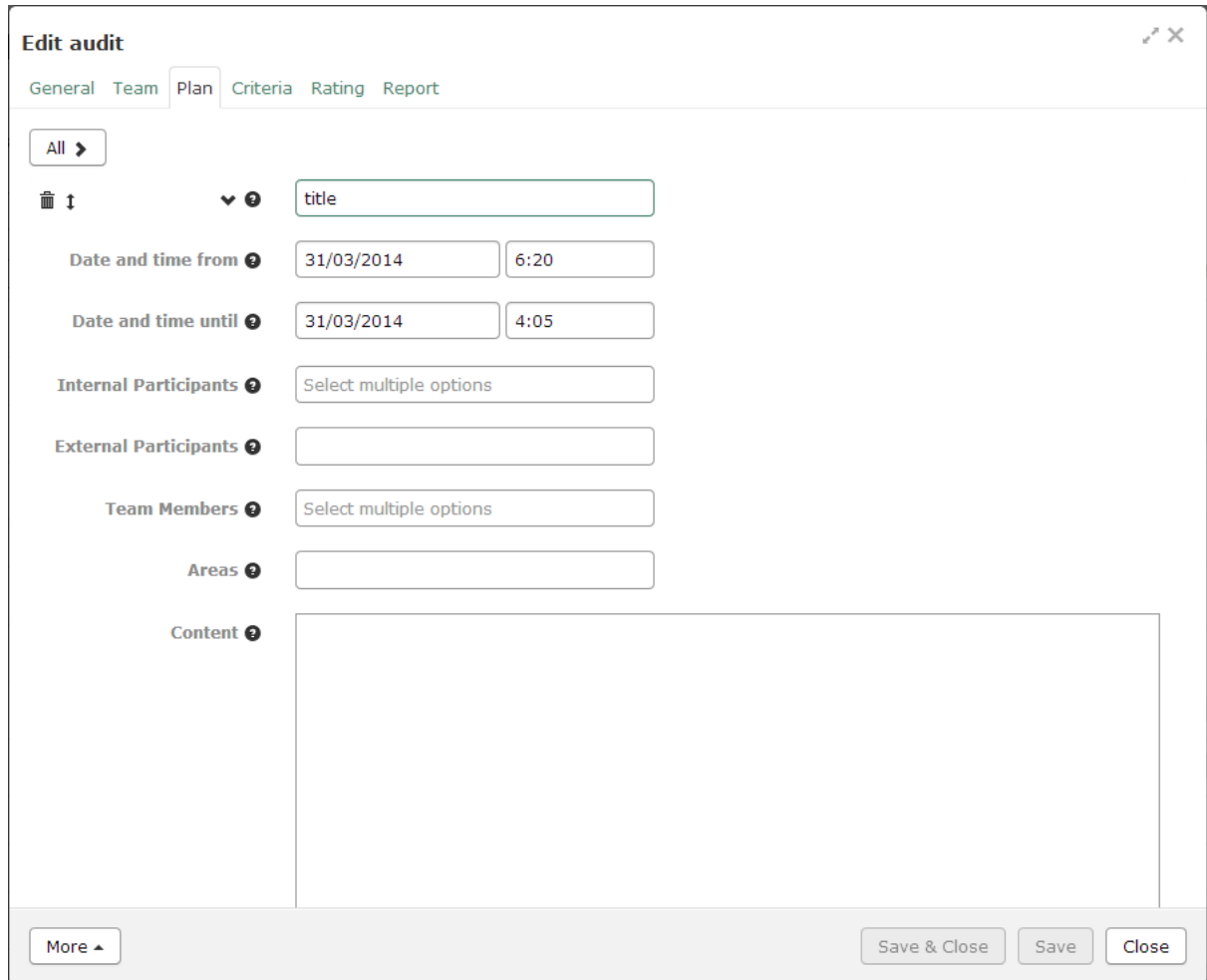
Edit audit plan

➤ To edit an audit plan, proceed as follows:

1. Navigate to the WissIntra NG® Audit Manager module.
2. Select the audit for which you like to generate a plan.
3. When the dialog window opens, navigate to the TAB PLAN.

4. Click on  to edit the audit plan.

➤ The dialog window switches into edit mode:



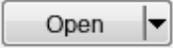
The screenshot shows the 'Edit audit' dialog window with the 'Plan' tab selected. The window has a title bar with 'Edit audit' and a close button. Below the title bar are tabs: 'General', 'Team', 'Plan' (active), 'Criteria', 'Rating', and 'Report'. The 'Plan' tab contains the following fields:

- All** (dropdown menu)
- title** (text input field)
- Date and time from** (date and time input fields: 31/03/2014, 6:20)
- Date and time until** (date and time input fields: 31/03/2014, 4:05)
- Internal Participants** (text input field: Select multiple options)
- External Participants** (text input field)
- Team Members** (text input field: Select multiple options)
- Areas** (text input field)
- Content** (large text area)

At the bottom of the dialog, there are three buttons: 'More', 'Save & Close', 'Save', and 'Close'.

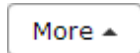
➤ Open the branch by clicking on the arrow so that you can enter the following information:

Title	Insert the item of the agenda, for e.g. kick-off meeting.																																																								
From Date and Time	Click into the field. A calendar opens. Click on the desired date. This defines the start date (and the time if possible) of each plan, task, audit or process. Edit audit General Team Plan Criteria Rating Report All ➤ 🗑️ ⬆️ ➤ ⓘ Hardware check Date and time from ⓘ dd/mm/yyyy 00:00 Date and time until ⓘ ⬅️ August 2014 ➡️ <table> <tr> <th>Su</th> <th>Mo</th> <th>Tu</th> <th>We</th> <th>Th</th> <th>Fr</th> <th>Sa</th> </tr> <tr> <td>31</td> <td>27</td> <td>28</td> <td>29</td> <td>30</td> <td>31</td> <td>1</td> </tr> <tr> <td>2</td> <td>3</td> <td>4</td> <td>5</td> <td>6</td> <td>7</td> <td>8</td> </tr> <tr> <td>9</td> <td>10</td> <td>11</td> <td>12</td> <td>13</td> <td>14</td> <td>15</td> </tr> <tr> <td>16</td> <td>17</td> <td>18</td> <td>19</td> <td>20</td> <td>21</td> <td>22</td> </tr> <tr> <td>23</td> <td>24</td> <td>25</td> <td>26</td> <td>27</td> <td>28</td> <td>29</td> </tr> <tr> <td>30</td> <td>31</td> <td>1</td> <td>2</td> <td>3</td> <td>4</td> <td>5</td> </tr> <tr> <td>6</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </table> Today More ▲ Save & Close Save Close	Su	Mo	Tu	We	Th	Fr	Sa	31	27	28	29	30	31	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	1	2	3	4	5	6						
Su	Mo	Tu	We	Th	Fr	Sa																																																			
31	27	28	29	30	31	1																																																			
2	3	4	5	6	7	8																																																			
9	10	11	12	13	14	15																																																			
16	17	18	19	20	21	22																																																			
23	24	25	26	27	28	29																																																			
30	31	1	2	3	4	5																																																			
6																																																									

	Click on  to enter the path where they are stored. A mask opens where you can enter all information concerning the document and confirm by clicking . If you defined the settings, all persons involved receive an e-mail whenever a document is linked, changed or deleted.
	If you click on this symbol, you can drag the field upwards or downwards.
	A click on this symbol deletes the field.

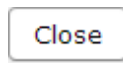
**Note:**

If one member of the team / internal participant was selected, his name is grayed out and is not selectable twice.

➤ If you click on the  button, the following options are available:

- Add as favorite
- Delete
- Print (Auditreport/Auditplan)

5. By clicking on the button  you can save the entry and return to the detail view.

6. By clicking on  you can leave the window.

5.2.4 Audit criteria


Note:

To work with criteria and processes, you need the licenses for both modules: the WissIntra® NG Audit Manager Module and the WissIntra® NG Process Manager Module.


Note:

To work with the criteria Audit Manager, you have to assign first a process in the WissIntra® NG Process Manager Module.

1. Navigate to the WissIntra® NG Audit Manager .
2. Click on the appropriate audit in the overview.
3. Navigate to the TAB CRITERIA.
 - a. The criteria are either assigned by selection "From Process" or
 - b. The criteria are assigned by selection "From Guideline".
4. With a click on  **All** you can display all criteria:

SW Product Audit (11654)



General Team Plan **Criteria** Rating Report

All >

> **0.1**
 Process QMS kick off meeting
 Guideline 9110:2007
 Chapter 0.1 - General > 0.1 - Introduction of QMS

> **0.1 1b**
 Process
 Guideline 9110:2007
 Chapter 0.1 - General > 0.1 par 1b - requirements

> **0.1 1c**
 Process
 Guideline 9110:2007
 Chapter 0.1 - General > 0.1 par 1c - objectives

> **0.1 1d**

More >

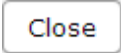
Edit Close

➤ Following information are displayed.

Criteria	Displays the criteria and chapter of the appropriate criteria.
Process	Displays the process that was assigned to a criterion in the WissIntra® NG Process Manager Module.
Guideline	Displays the name of the guideline, to which this criterion belongs. The guideline can be edited in the settings.
Chapter	The chapter of the criterion is displayed as it is stored in the guideline. It can be changed in the settings of the guidelines.
Content	Displays the content of the criterion as it is defined in the guideline. For example: "The escape route must be kept clear."
Explanation	Insert a comment to this criterion. For e.g. "Last year an emergency route plan was missing in the headquarter on the 3rd floor. This must be checked again."
Check Possibility	Displays the check possibility for the criterion. For example: View the flight plan.
Comment	Insert a comment to this criterion in edit mode. For e.g. "Last year an emergency route plan was missing in the headquarter on the 3rd floor. This must be checked again."

➤ If you click on the  button, the following options are available:

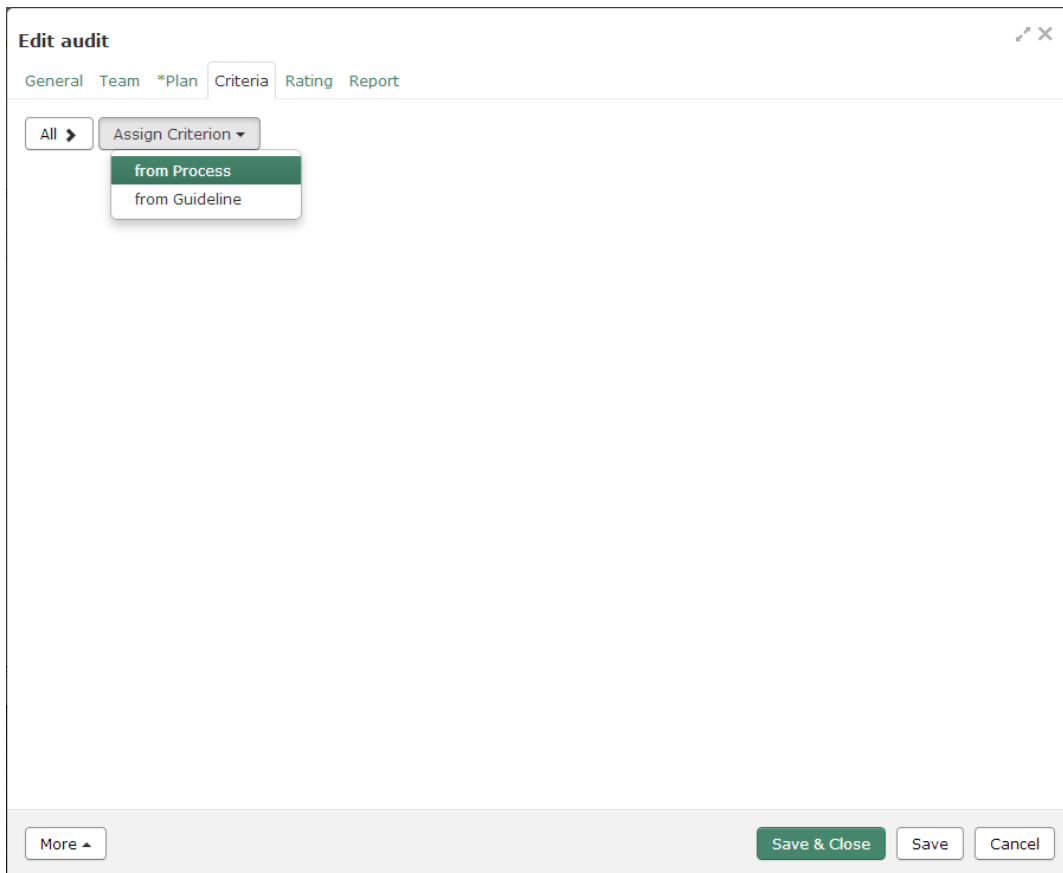
- Add as favorite
- Delete
- Print (Auditreport/Auditplan)

➤ By clicking on  you can close the dialog window.

➤ [To edit](#) the information, see the next chapter.

Edit audit criteria

- To edit an audit criteria, proceed as follows:
1. Navigate to the WissIntra® NG Audit Manager.
 2. Click on the overview on the appropriate audit or
 3. Select the audit from the audit program.
 4. In the dialog window that opens, navigate to the TAB CRITERIA.
5. Click on .
- The dialog window switches into edit mode.

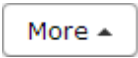


Audit criteria can be linked to a guideline in two different ways:

- [select from processes](#)
- [select from guidelines](#)

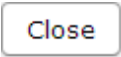
Depending on the guideline, the evaluation scheme is different:

- [ISO evaluation scheme](#)
- [VDA evaluation scheme](#)

➤ If you click on the  button, the following options are available:

- Add as favorite
- Delete
- Print (Auditreport/Auditplan)

6. By clicking on the button  you can save the entry and return to the detail view.

7. By clicking on  you can leave the window.

Criteria from process



Note:

Before you can assign a criterion from a process in the WissIntra® NG Audit Manager Module, you need to assign criteria to the process in the WissIntra® NG Process Manager Module:

1. Navigate to the Process Manager Module.
2. Open a process card
3. Create the TAB CRITERIA:

Process Manager

Edit process

General More

Secondary processes

Criteria

Responsible: Mister Sauer, Oliver (OSA)

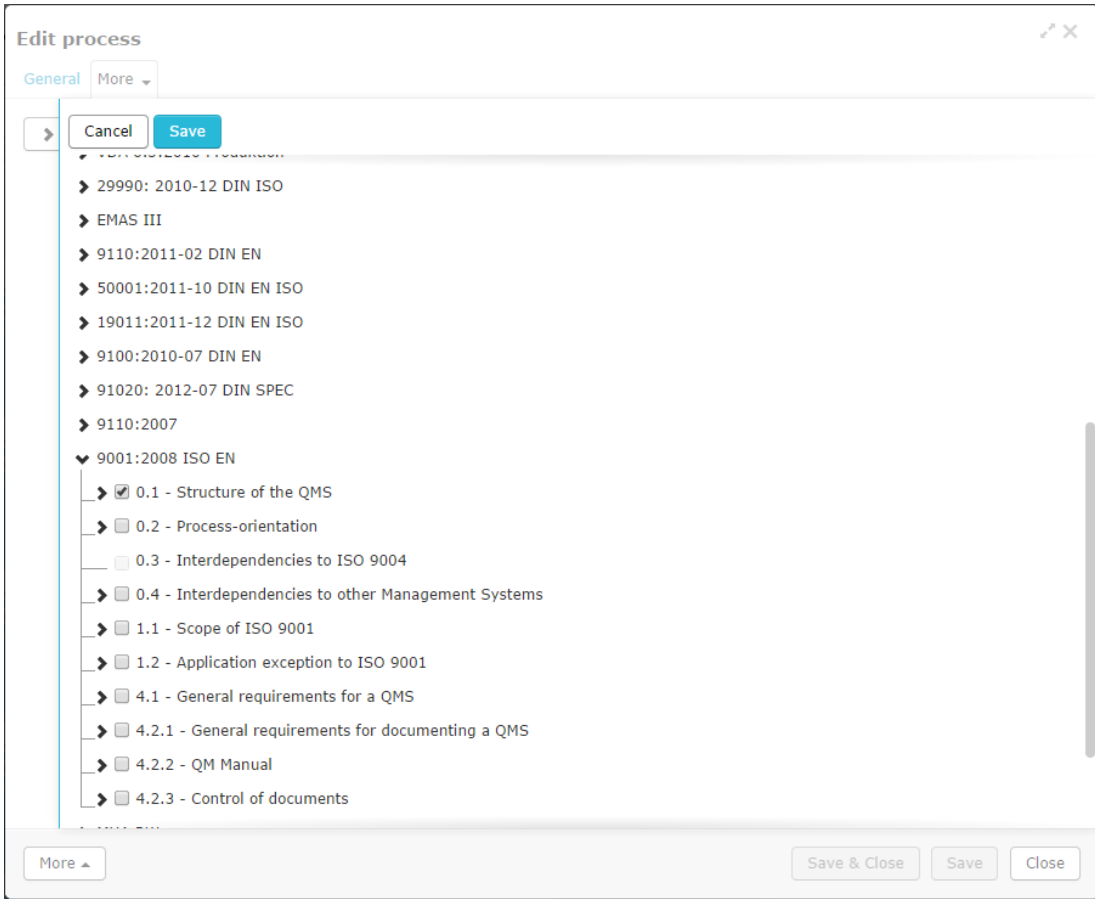
Substitute: Mister Haas, Tobias (tha)

Main function: Development (R&D)

Function: Select multiple options

Documents: No file selected

4. Click on [New](#).
5. Select a guideline from the treeview:



6. Click on **Save**

7. Navigate back to the WissIntra® NG Audit Manager Module.

**Note:**

This function is only available for users with a WissIntra® NG Process Manager Module license.

➤ To edit an audit criteria, proceed as follows:

1. Select the audit from the overview.
2. Navigate to the TAB CRITERIA.

3. Click on **Edit**.

4. Click on **Assign Criterion** and select "From Process".

5. Select "Assign Criterion > from Process".

➤ The following subdialog window appears:

Edit audit

General Team Plan **Criteria** Rating Report

All > Assign Criterion ▾

Process 0.1 QMS kick off meeting

Guideline 9110:2007

Chapter 0.1 - General > 0.1 - Introduction of QMS

Process 0.1 1b

Guideline 9110:2007

Chapter 0.1 - General > 0.1 par 1b - requirements

Process 0.1 1c

Cancel Save

USA ()

Managing tasks

☒ Define objectives

More ▴ Save & Close Save Close

➤ With a click on the arrow you can expand the guideline and select the appropriate chapter with a check mark.

➤ Multi-selection is possible.

6. By clicking on the button **Save & Close** you can save the entry and return to the detail view.

7. By clicking on **Close** you can leave the window.

Criteria from guideline

➤ To edit an audit criteria, proceed as follows:

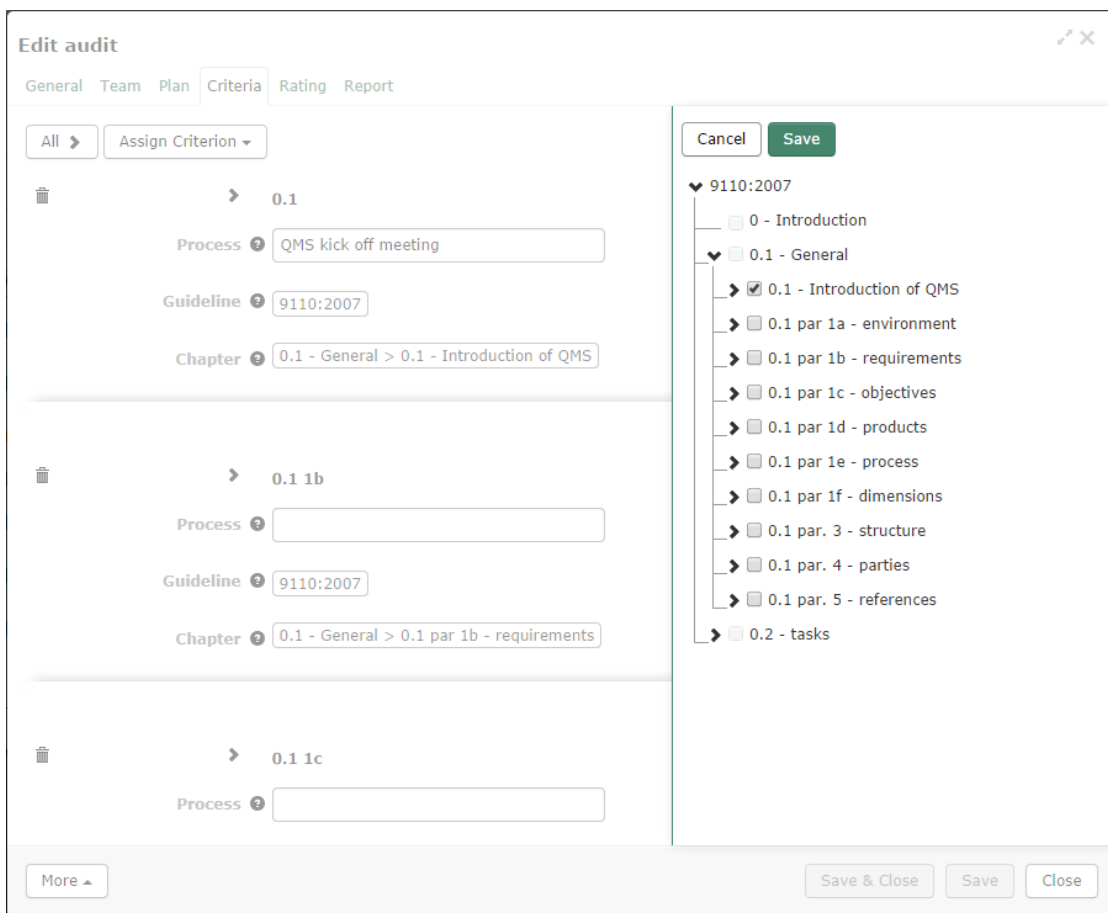
1. Select the audit from the overview.
2. Navigate to the TAB CRITERIA.

3. Click on .

4. Click on  and select "From Guideline".

5. Select "Assign Criterion > from Guideline".

➤ The following subdialog window appears:



➤ With a click on the arrow you can expand the guideline and select the appropriate chapter with a check mark.

➤ Multi-selection is possible.

➤ Please note:

- Audit criteria can be translated
- If the master language AND the audit criteria are provided in the same language, these criteria are displayed.
- If the system displays the message "text not translated", it means that the criteria are available in

5.2.5 Audit ratings

WissIntra® NG Audit Manager enables the program manager to rate each audit.

There are rating schemes available that are assigned to each guideline:

- ISO
- VDA

Depending on the field "Assessment by", the schemes ISO or VDA are available for example. In case of a Combined or Joint audit multiple guidelines can be selected.

➤ The dialog window opens:

➤ You see the following information:

Title	Displays the title of the guideline.
Guideline	Displays the guideline on which the audit is based.
Action	Displays the origin of the action as a link, for e.g. an action in the action manager.

Check of Fax machine (0-00)

General Team Plan Criteria **Rating** Report

All >

> 0.1

Guideline 9110:2007

Actions [To Action: FAX MACHINE](#)

Assessment Partially effective

Finding Fax machine is not available for all employees, since it is located in an area that only teamleaders have access to.

Finding Type Improvement Advice

Assessment explanation The faxmachine should be positioned in an area where all employees have access to that need to use the machine. It is not acceptable to withdraw resources to carry out a task.

Documents

> 0.1 1a

Guideline 9110:2007

Actions

Assessment

Finding

Finding Type

More Edit Close

If you click on the link, the dialog window in the actionmanager opens and displays the finding in the actionmanager:

FAX MACHINE

Finding Cause Tasks Effectiveness

Origin Audit Manager

Found in Check of Fax machine

Priority Medium

Category

State In planning

Responsible Mister Sauer, Oliver (OSA)

Initiator Ms. Dr Berk, Andrea (abe)

Program Actionmanager

Found at 09/09/2014

Finding Fax machine is not available for all employees, since it is located in an area that only teamleaders have access to.

More Edit Close

Finding	Displays the criteria and requirements of the guideline.
Finding Type	Displays the explanation for the review options.
Assessment	Displays the explanation to assess the criterion.

explanation	
Documents	Here you can see attached documents.

➤ To change the information, see the following chapter.

Edit rating

1. Navigate to the TAB RATING.
2. Click on .
 - The dialog window switches into edit mode.
 - Depending on the evaluation scheme there are different views:
 - [scheme for ISO](#)
 - [scheme for VDA](#)

ISO evaluation scheme

➤ Based on the ISO evaluation, the following dialog window is displayed:

Edit audit

General Team Plan Criteria **Rating** Report

▼ 0.1

Process Customer Rating

Guideline 9110:2007

Chapter 0.1 - General > 0.1 - Introduction of QMS

Content The introduction of a QMS should be a strategic decision of an organization. Design and realization of a QMS of an enterprise are influenced by

Comment

Check possibility

Actions ⓘ Create action

To Action: FAX MACHINE

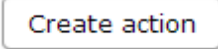
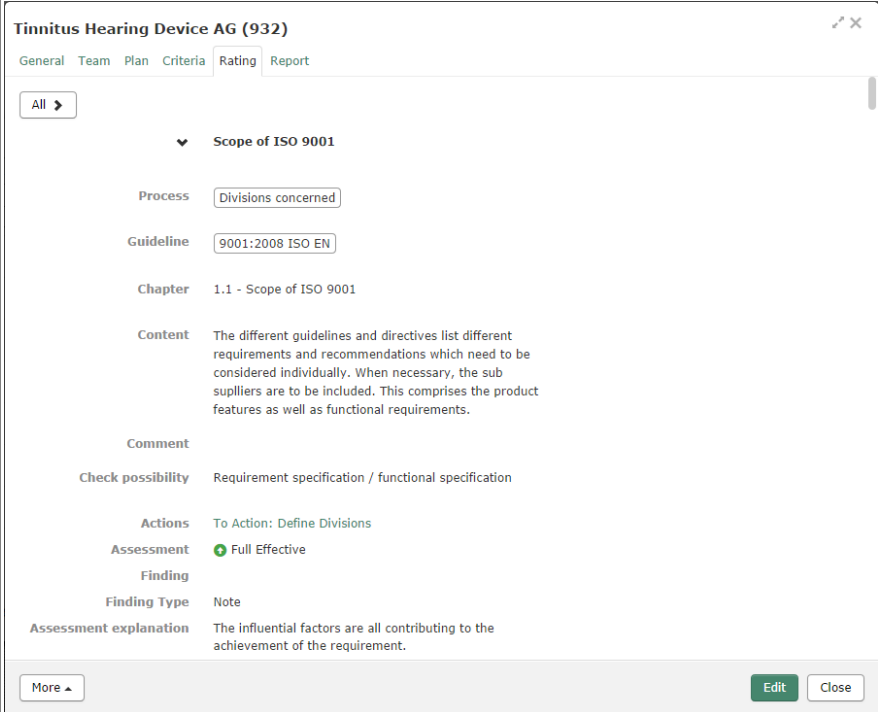
Assessment ⓘ Partially effective x ▼

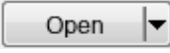
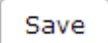
Finding ⓘ Fax machine is not available for all employees, since it is located in an area that only teamleaders have access to.

More ▲ Save & Close Save Close

1. If you click on the button, all criteria are displayed. A click on the arrow expands the detailed view.

➤ Following information are displayed.

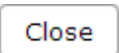
Title displays the appropriate chapter of the guideline	
Process	Displays the criterion which is assigned to the process. This information was defined in the TAB CRITERIA previously.
Guideline	Displays the guideline on which the audit is based. This information was defined in the TAB CRITERIA previously.
Chapter	Displays the chapter of the criterion. This information was defined in the TAB CRITERIA previously.
Content	Displays the content of the criterion as it is defined in the guideline. For example: "The escape route must be kept clear."
Comment	Displays the comment a comment to this criterion. For e.g. "Last year an emergency route plan was missing in the headquarter on the 3rd floor. This must be checked again."
Actions	With a click on  you can trigger an action for each rating. This will be displayed in the WissIntra® NG Actionmanager as type in the column title in the overview and on the TAB FINDING. If an action exists, it is displayed as a link in the dialog window: 
Check possibility	Displays the possibility how to check if the criterion was adapted properly. For example: "Check all escape route plans in the building." The text is entered in the settings in the TAB CRITERIA.
Assessment	Displays the process with its assigned guideline. In edit mode: Select a rating for the criterion via drop-down-menu. Depending on the stored guideline there are different ratings available: • fully effective,

	• partially effective, • not effective, • not applicable (n/a).
Finding	Displays the criteria and requirements of the guideline. In edit mode: Insert a finding for this criterion, for e.g. which deviations to the criterion were found. You can also list best-practice samples or opportunities for improvement, supporting evidence and recommendations for the auditee.
Finding Type	Displays the explanation for the review options. In edit mode: Select a finding type for this criterion depending on the stored guideline, for e.g. Main deviation.
Assessment explanation	Displays the explanation to assess the criterion. In edit mode: Insert an explanation for this assessment, for e.g. which reasons or evidence led you to your assessment.
Documents	You can upload / link / select a document in edit mode. Upload: The newly created original document is uploaded into the system as a copy and thus will be available in WissIntra. Link: The document that is already existing in the network, is linked to WissIntra and thus available (without being integrated into the system). If the document is moved or deleted, the link will be dead. Select: The already uploaded document is available and can be selected by a list in WissIntra. Attach a document by clicking on . Click on  to enter the path where they are stored. A mask opens where you can enter all information concerning the document and confirm by clicking .

➤ If you click on the  button, the following options for audits are available:

- Add as favorite
- Delete
- Print (Auditreport/Auditplan)

2. By clicking on the button  you can save the entry and return to the detail view.

3. By clicking on  you can leave the window.

VDA evaluation scheme

➤ Based on the VDA evaluation, the following dialog window is displayed.

Check product type IV (678)

General Team Plan Criteria **Rating** Report

All ➤

▼ C1

Process

Guideline VDA 6.2:2004

Chapter 0.5 - QM und Dienstleistung

Content Sind die speziellen QM-Anforderungen der Automobilindustrie in die Managementsystembeschreibung integriert?

Comment

Check possibility

Actions To Action: Safety deficiency in product IV

Assessment

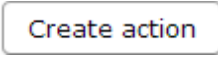
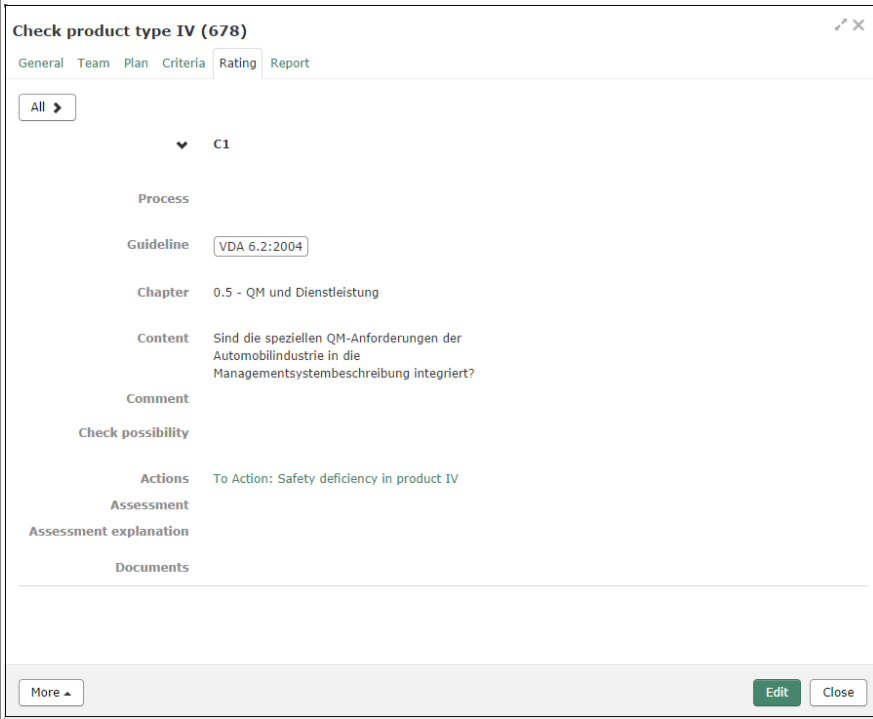
Assessment explanation

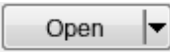
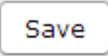
Documents

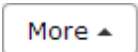
More ▲ Edit Close

1. If you click on the  **All** button, all criteria are displayed. A click on the arrow expands the detailed view.

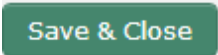
➤ Following information are displayed.

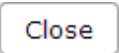
Title	Displays the title of the chapter.
Process	If a criterion was assigned to a process in the WissIntra NG Process Manager module, it will be displayed here. Otherwise, you can enter a text manually.
Guideline	Displays the guideline on which the audit is based. This information was defined in the tab criteria previously.
Chapter	Displays the chapter of the criterion. This information was defined in the tab criteria previously.
Content	Displays the content of the criterion as it is defined in the guideline. For example: "The escape route must be kept clear.". This information was defined in the tab criteria previously.
Comment	Displays the comment a comment to this criterion. For e.g. "Last year an emergency route plan was missing in the headquarter on the 3rd floor. This must be checked again.". This information was defined in the tab criteria previously.
Check possibility	Displays the possibility how to check if the criterion was adapted properly. For example: "Check all escape route plans in the building."
Actions	With a click on  you can trigger an action for each rating. This will be displayed in the WissIntra® NG Actionmanager as type in the column title in the overview and on the TAB FINDING. If an action exists, it is displayed as a link in the dialog window: 
Assessment	You can define the assessment value for this criterion either with the slider or enter the number manually.

Finding	Displays the criteria and requirements of the guideline. In edit mode: Insert a finding for this criterion, for e.g. which deviations to the criterion were found. You can also list best-practice samples or opportunities for improvement, supporting evidence and recommendations for the auditee.
Finding Type	Displays the explanation for the review options. In edit mode: Select a finding type for this criterion depending on the stored guideline, for e.g. Main deviation.
Assessment explanation	Displays the explanation to assess the criterion. In edit mode: Insert an explanation for this assessment, for e.g. which reasons or evidence led you to your assessment.
Documents	You can upload / link / select a document. Upload: The newly created original document is uploaded into the system as a copy and thus will be available in WissIntra. Link: The document that is already existing in the network, is linked to WissIntra and thus available (without being integrated into the system). If the document is moved or deleted, the link will be dead. Select: The already uploaded document is available and can be selected by a list in WissIntra. Attach a document by clicking on . Click on  to enter the path where they are stored. A mask opens where you can enter all information concerning the document and confirm by clicking .

➤ If you click on the  button, the following options for audits are available:

- Add as favorite
- Delete
- Print (Auditreport/Auditplan)

2. By clicking on the button  you can save the entry and return to the detail view.

3. By clicking on  you can leave the window.

5.2.6 Audit report

The WissIntra® NG Audit Manager enables the program manager or lead auditor to create and print audit reports.

➤ To do this, proceed as follows:

1. Navigate to the WissIntra® NG Audit Manager and open an audit dialog window.
2. Navigate to the TAB REPORT:

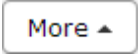
The screenshot shows the 'Edit audit' dialog window with the 'Report' tab selected. The window has a title bar with 'Edit audit' and a close button. Below the title bar is a tabbed interface with 'General', 'Team', 'Plan', 'Criteria', 'Rating', and 'Report'. The 'Report' tab is active, showing a form with the following sections:

- General**
 - Audit type**: Single
 - Audit category**: Procedure audit
 - Program**: 11
 - Guidelines**: EN ISO EEE 9001
 - Lead-Auditor**: Mr. Müller, Markus (888)
 - Participant**: Mr. Meyer, Mathis (admin), Mr. Polsch, Henrik (111)
 - Address**: (empty)
 - Time Period**: From 20/04/2015, Until 20/04/2015
 - Objectives**: (empty)
 - Documents**: (empty)
- Comment**: A large text area for comments, currently empty.

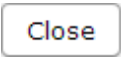
At the bottom of the dialog, there are four buttons: 'More ▲', 'Save & Close', 'Save', and 'Close'.

➤ Based on the evaluation scheme, the dialog window displays:

- [ISO audit report](#)
- [VDA audit report](#)

➤ If you click on the  button, the following options for audits are available:

- Add as favorite
- Delete
- Print (Auditreport/Auditplan)

3. With a click on  you can close the dialog window.

Audit report ISO

➤ The TAB REPORT displays for the ISO evaluation scheme the following dialog window:

IT-Services (1)

General Team Plan Criteria Rating **Report**

General

Audit type
Single

Audit category
Procedure audit

Program
11

Guidelines
EN ISO EEE 9001

Lead-Auditor
Mr. Müller, Markus (888)

Participant
Mr. Meyer, Mathis (admin)
Mr. Polsch, Henrik (111)

Address

Time Period
From 20/04/2015
Until 20/04/2015

Objectives

Documents

Comment

EN ISO EEE 9001

Lead-Auditor
Mr. Müller, Markus (888)

Assessment Scheme
ISO

Overview

Result	Not assessed	n/a	Not Effective	Partially effective	Full Effective
	4	1	0	1	0

Comment

More ▲

Edit Close

➤ The following information is displayed here:

General information	The informationen about the audit are displayed here. They were entered in the TAB GENERAL and can be edited only there.
Audit type	This indicates the audit type. It was selected when the audit was generated. It cannot be changed.
Audit category	This indicates the audit category. It can be changed on the TAB GENERAL.
Program	This indicates the audit program where the audit is assigned to.
Guidelines	This indicates the evaluation on which the rating is based.
Lead auditor	This indicates the lead auditor. The name can be changed on the TAB TEAM.
Participant	This indicates further participants (internal and external) of the audit. The name can be changed on the TAB TEAM.
Address	This indicates the address of the auditee. It can be changed on the TAB GENERAL.
Time Period	This displays the period in which the audit takes place.
Objectives	This displays the audit objectives that were defined in the TAB GENERAL before.
Documents	This indicates documents that refer to the audit report. They were attached in the TAB GENERAL.
Comment	This is a textfield where you can enter a comment concerning the audit. Insert a comment for this report, for example a statement on the degree to which the audit criteria have been fulfilled, audit conclusions or a summary of the audit process, areas that have not been covered, implications for the audit program or subsequent audits, opportunities for improvement etc.
In case of a combined audit, further Guidelines are displayed here.	For e.g. in case of a combined audit, there are several lead auditors displayed and several guidelines.
Criterion information	The information about the criteria are displayed here.
Lead auditor	This displays the names of the lead auditors for each criterion as defined in the TAB TEAM.
Assessment scheme	This displays the assessment scheme as it was defined before.
Overveiw	This displays the overview according to the scheme, for. e.g. ISO shows the degree of effectiveness.
Criteria	This displays the criterria of the scheme.
Process	This displays the criterion assigned to the process.
Rating	This displays the rating of the criterion.
Assessment explanation	This displays the explanation for the assessment.

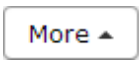
1. Click on .

➤ The dialog window switches into edit mode:

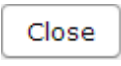
➤ You can enter the following information for general information and for each guideline:

Comment	This is a textfield where you can enter a comment for each criterion of the guideline. Insert a comment for this report, for example a statement on the degree to which the audit criteria have been fulfilled, audit conclusions or a summary of the audit process, areas that have not been covered, implications for the audit program or subsequent audits, opportunities for improvement etc.
----------------	--

➤ The report can be printed now.

➤ Click on  and select Auditreport via PRINT.

2. By clicking on the button  you can save the entry and return to the detail view.

3. By clicking on  you can leave the window.

Audit report VDA

➤ The TAB REPORT displays for the VDA evaluation scheme the following dialog window:

Check product type IV (678)
↗ ✕

General Team Plan Criteria Rating **Report**

General

Audit type
Single

Audit category
Process audit

Program
Certification as premium customer

Guidelines
VDA 6.2:2004

Lead-Auditor

Participant

Address
Greizerweg 3
35390 Gießen

Time Period
From 28/10/2014
Until

Objectives

Documents

Comment

VDA 6.2:2004

Lead-Auditor

Assessment Scheme
VDA

Overview

Result	Not assessed	20 %	40 %	60 %	80 %	100 %
	1	0	0	0	0	0

Comment

More ▲

Edit Close

➤ The following information is displayed here:

General information	The informationen about the audit are displayed here. They were entered in the TAB GENERAL and can be edited only there.
Audit type	This indicates the audit type. It was selected when the audit was generated. It cannot be changed, only deleted.
Audit category	This indicates the audit category. It can be changed on the TAB GENERAL.
Program	This indicates the audit program.
Guidelines	This indicates the evaluation on which the rating is based.
Lead auditor	This indicates the lead auditor. The name can be changed on the TAB TEAM.
Participant	This indicates further participants (internal and external) of the audit. The

	name can be changed on the TAB TEAM.
Address	This indicates the address of the auditee. It can be changed on the TAB GENERAL.
Time Period	This displays the period in which the audit takes place.
Objectives	This displays the audit objectives that were defined in the TAB GENERAL before.
Documents	This indicates documents that refer to the audit report. They were attached in the TAB GENERAL.
Comment	This is a textfield where you can enter a comment concerning the audit. Insert a comment for this report, for example a statement on the degree to which the audit criteria have been fulfilled, audit conclusions or a summary of the audit process, areas that have not been covered, implications for the audit program or subsequent audits, opportunities for improvement etc.
In case of a combined audit, further Guidelines are displayed here.	For e.g. in case of a combined audit, there are several lead auditors displayed and several guidelines.
Criterion information	The information about the criteria are displayed here.
Lead auditor	This displays the name of the lead auditor as defined in the TAB TEAM.
Assessment scheme	This displays the assessment scheme as it was defined before.
Overveiw	This displays the overview according to the scheme, for. e.g. VDA scheme shows percentages.
Criteria	This displays the criteria of the scheme.
Process	This displays the criterion assigned to the process.
Rating	This displays the rating of the criterion.
Assessment explanation	This displays the explanation for the assessment.



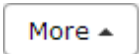
1. Click on

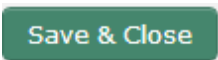
➤ The dialog window switches into edit mode:

➤ You can enter the following information:

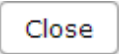
Comment	This is a textfield where you can enter a comment for each criterion of the guideline. Insert a comment for this report, for example a statement on the degree to which the audit criteria have been fulfilled, audit conclusions or a summary of the audit process, areas that have not been covered, implications for the audit program or subsequent audits, opportunities for improvement etc.
----------------	--

➤ The report can be printed now.

➤ Click on  and select Auditreport via PRINT.



2. By clicking on the button you can save the entry and return to the detail view.

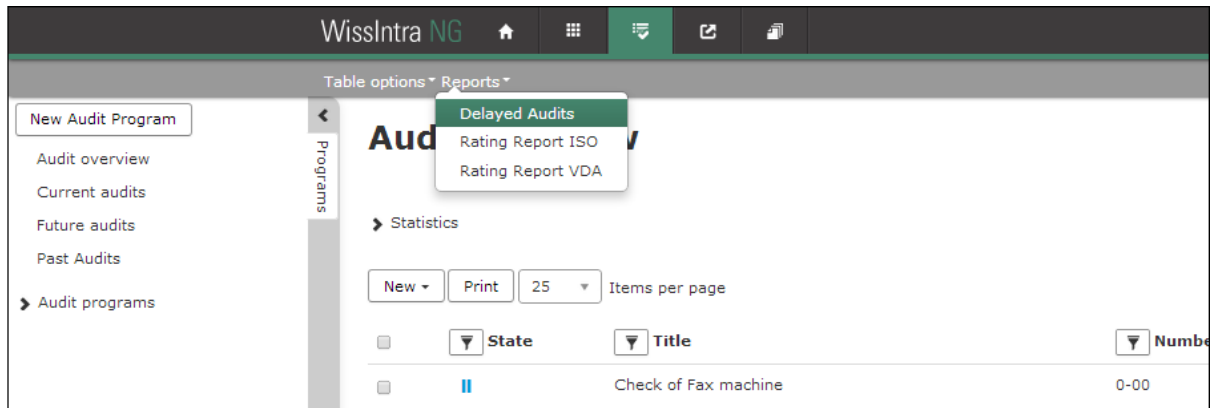


3. By clicking on the button you can leave the window.

5.2.7 Ratings reports

In the WissIntra® Audit Manager NG there are those forms of REPORTS:

- [Delayed Audits](#):
- [Rating Report ISO](#):
- [Rating Report VDA](#):

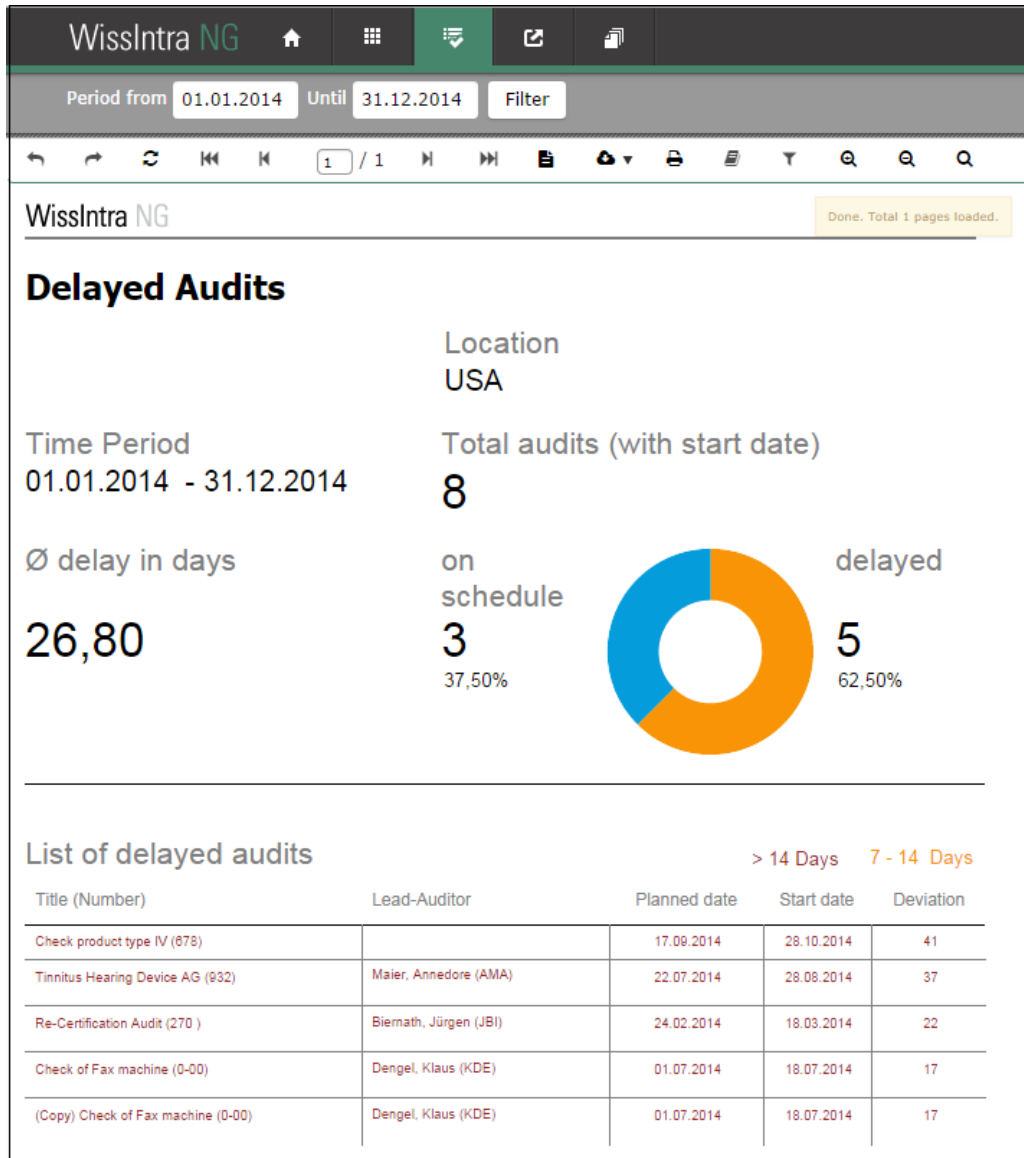


Delayed audits


Note:

Delayed audits show a report that is based on a timeline, i.e. when a planned start date was exceeded.

1. Click on Delayed Audits.
- The following view opens:



- You can filter the report by date.

Rating report ISO


Note:

This rating report shows a report that is based on the ISO evaluation scheme. It refers to all audits globally. For a single audit you can print the [audit report](#).

1. Click on Rating Reports.

➤ The following view opens:

The screenshot shows the 'Rating Report' view in the WissIntra NG application. The interface includes a top navigation bar with the 'WissIntra NG' logo and a home icon. Below the navigation bar, there is a filter section with 'Period from' set to '16/05/2015', 'Until' set to '16/07/2015', and a dropdown menu set to 'Full Effective'. A 'Filter' button is also present. The main content area is titled 'Rating Report' and displays the following information:

- Location:** Default Location
- Time Period:** 16.05.2015 - 16.07.2015
- Overall criteria (not rated):** 0 (0)
- Criteria Breakdown:**
 - Full Effective: 0
 - Partially effective: 0
 - Not Effective: 0
 - n/a: 0

Below this information, there is a section titled 'List of the "Full Effective" criteria' with a table that has two columns: 'Audit' and 'Criteria'. The table is currently empty. At the bottom of the page, the date and time '16.06.2015 15:02:26' are displayed on the left, and '1/1' is displayed on the right.

➤ You can filter the report by date.

➤ You can filter the report via drop-down-menu by the following ratings:

- Full effective
- Partial effective
- n/a
- Not rated

Rating Report VDA


Note:

This rating report is based on the VDA evaluation scheme. It shows all

1. Click on Rating Reports.

➤ The following dialog window opens:

The screenshot shows the 'Rating Report VDA' dialog window in the WissIntra NG software. The window has a dark header bar with the 'WissIntra NG' logo and several icons. Below the header, there are input fields for 'Period from' (01.01.2014), 'Until' (31.12.2014), 'Rating from' (0), and 'Until' (100), each followed by a '%' symbol and a 'Filter' button. A toolbar with various navigation and action icons is located below the input fields. The main content area is titled 'Rating Report VDA' and displays the following information:

- Location:** USA
- Time Period:** 01.01.2014 - 31.12.2014
- Overall criteria:** 0

Below this information, there is a list of rating ranges with corresponding colored circles and counts:

Rating Range	Count
80 - 100% (Green circle)	0
60 - 79% (Yellow circle)	0
40 - 59% (Orange circle)	0
20 - 39% (Red circle)	0
0 - 19% (Dark red circle)	0

At the bottom of the dialog, there is a section titled 'List of the criteria between 0% und 100%'.

➤ You can filter the report by date.

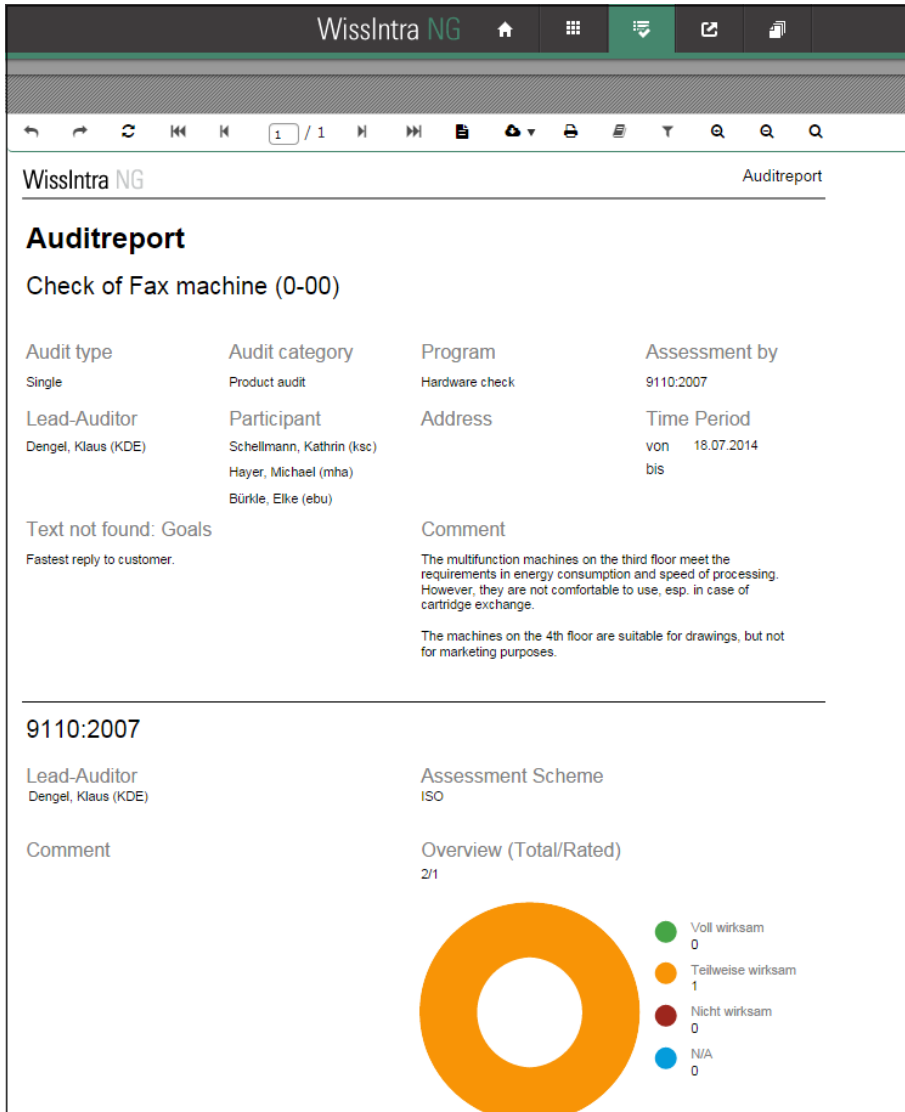
➤ You can filter by the following ratings:

- From 0% until 100%

Print reports

1. Click on the button  and select PRINT.

➤ The report appears:



The screenshot shows the 'Auditreport' interface in the WissIntra NG application. The header includes the application name and navigation icons. The main content area displays the following information:

Audit type	Audit category	Program	Assessment by
Single	Product audit	Hardware check	9110:2007

Lead-Auditor	Participant	Address	Time Period
Dengel, Klaus (KDE)	Schellmann, Kathrin (ksc) Hayer, Michael (mha) Bürkle, Elke (ebu)		von 18.07.2014 bis

Text not found: Goals
Fastest reply to customer.

Comment
The multifunction machines on the third floor meet the requirements in energy consumption and speed of processing. However, they are not comfortable to use, esp. in case of cartridge exchange.

The machines on the 4th floor are suitable for drawings, but not for marketing purposes.

9110:2007

Lead-Auditor	Assessment Scheme
Dengel, Klaus (KDE)	ISO

Comment

Overview (Total/Rated)
2/1



- Voll wirksam
0
- Teilweise wirksam
1
- Nicht wirksam
0
- N/A
0

2. Click on the print symbol in the menu bar.

➤ Depending on your printer type, the dialog window opens:

Drucken

Gesamt: 1 Blatt Papier (2 Seiten)

Drucken Abbrechen

Ziel

\\SV-210\RICOH_MP-2...

Ändern...

Seiten

☒ Alle

☐ z. B. 1-5, 8, 11-13

Kopien

1 + -

Papierformat

A4 (210 x 297 mm)

Optionen

☐ An Seite anpassen

☒ Beidseitig

Über das Systemdialogfeld drucken... (Ctrl+Shift+P)

WissIntra NG

Auditreport

Auditreport

Check of Fax machine (0-00)

Audit type	Audit category	Program	Assessment by
Single	Product audit	Hardware check	9110/2007
Lead-Auditor	Participant	Address	Time Period
Dengel, Klaus (KDE)	Schellmann, Kathrin (kac)		von 18.07.2014
	Hayer, Michael (mha)		bis
	Bürkle, Elke (ebu)		

Comment

The multifunction machines on the third floor meet the requirements in energy consumption and speed of processing. However, they are not comfortable to use, esp. in case of cartridge exchange.

The machines on the 4th floor are suitable for drawings, but not for marketing purposes.

17.09.2014 15:07:19

1/2

3. There are further functions available in the menu bar, for example:



➤ This function converts the audit report into different formats, such as Acrobat (PDF) file.

4. By clicking on the button **Save & Close** you can save the entry and return to the detail view.

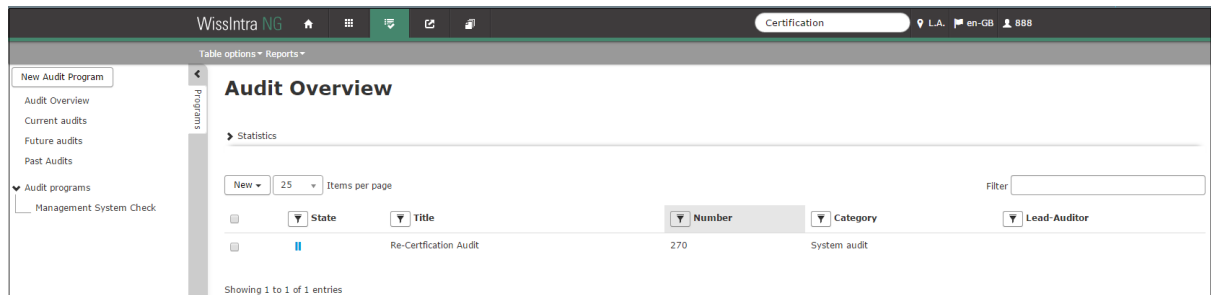
5. By clicking on **Close** you can leave the window.

5.3 Search

You can search for terms in **all modules** with the search mask

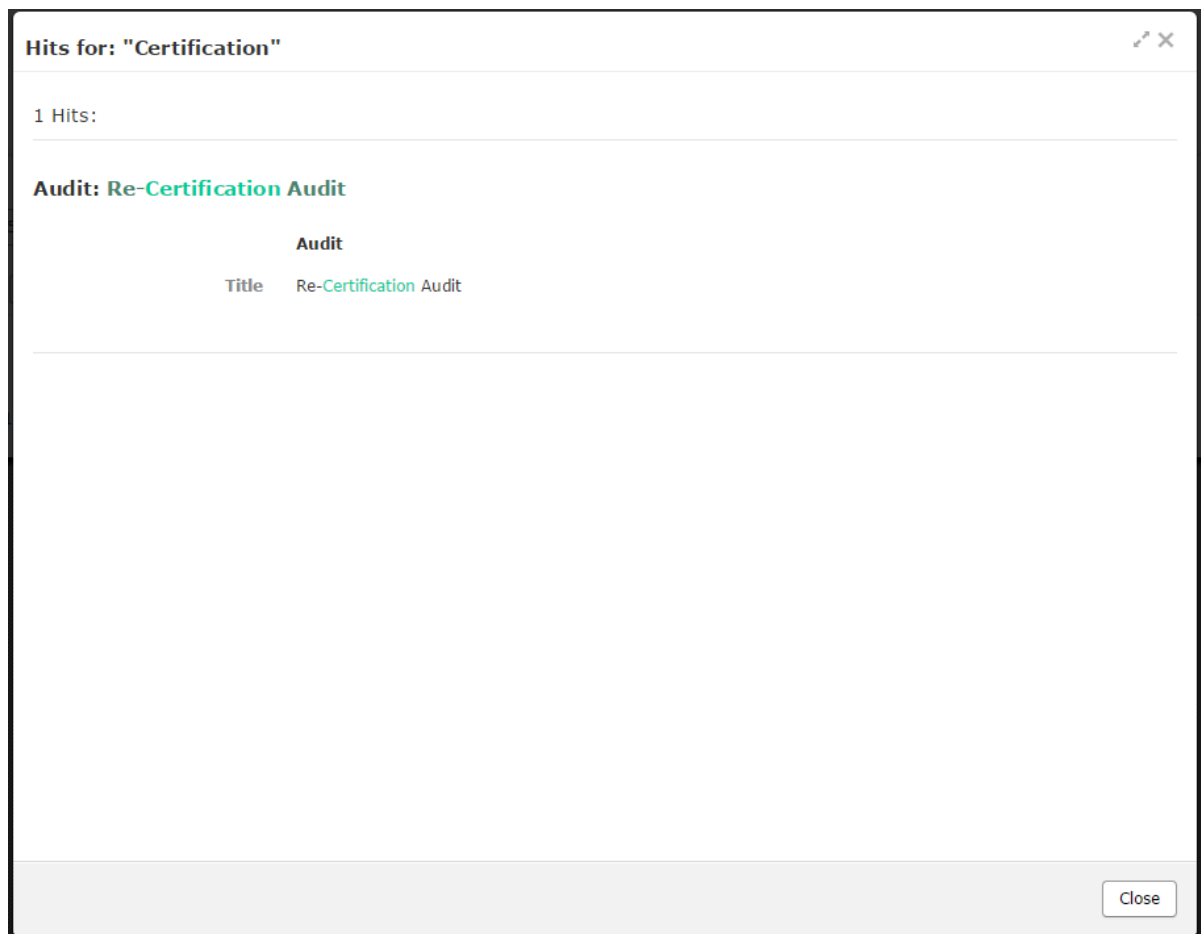
➤ To do this, proceed as follows:

Enter the term you want to search in the search field.



1. Click on ENTER.

➤ The search results appear in a dialog window, arranged by modules.





Note:

Settings for the search can be defined in the administrator settings and configurations. For further information see the corresponding administrator manual.

6 Glossary

The following terms derive from ISO 19011, chapter 3: terms and definitions.

audit evidence

records, statements of fact or other information which are relevant to the audit criteria and verifiable

audit findings

results of the evaluation of the collected audit evidence against audit criteria

audit conclusion

outcome of an **audit**, after consideration of the audit objectives and all **audit findings**

audit client

organization or person requesting an audit

auditee

organization being audited

auditor

person who conducts an **audit**

audit team

one or more **auditors** conducting an **audit**, supported if needed by **technical experts**

- **technical expert**

person who provides specific knowledge or expertise to the audit team

- **observer**

person who accompanies the **audit team** but does not audit

- **guide/advisor**

person appointed by the **auditee** to assist the **audit team**

audit programme

arrangements for a set of one or more **audits** planned for a specific time frame and directed towards a specific purpose

audit scope

extent and boundaries of an **audit**

audit plan

description of the activities and arrangements for an **audit**

competence

ability to apply knowledge and skills to achieve intended results

conformity

fulfilment of a requirement

management system

system to establish policy and objectives and to achieve those objectives

nonconformity

non-fulfilment of a requirement

risk

general: effect of uncertainty on objectives

7 End

* We hope that you enjoy using WissIntra® NG successfully.